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CITY OF BOSTON
AND
COUNTY OF SUFFOLK



ANNUAL BUDGET
RECOMMENDATIONS

FOR THE FISCAL YEAR 1959

AS SUBMITTED TO

THE BOSTON CITY COUNCIL

BY

JOHN B. HYNES

MAYOR

CITY OF BOSTON
AND
COUNTY OF SUFFOLK



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CITY OF BOSTON
OFFICE OF THE MAYOR
CITY HALL

JOHN B. HYNES
Mayor

January 30, 1959.

To the City Council.

GENTLEMEN:

Herewith submitted are the main City, County and Income Department budgets for the year 1959, totaling \$121,669,421.00.

The amounts allowed in these budgets exceed the 1958 allowances by \$3,120,369, which is a 2.6 per cent increase. To this amount must be added, however, the sum of \$4,365,000 for salary increases to the uniformed men of the Fire and Police Departments, which appropriation was approved by your Honorable Body on January 5, 1959. The budgets submitted herewith, plus the amount already appropriated, represent an increase of \$7,485,369 over last year, or an increase of 6.3 per cent. Of this increase 3.6 per cent is by reason of the above-referred-to salary adjustment.

The allowances as submitted are \$7,797,993 less than the estimates submitted by City and County departments. In some instances, department estimates have been so drastically trimmed that departments will be forced to exercise extreme care to live within the amounts allowed. Wherever possible to do so, estimates for improvements, though considered necessary, have been entirely eliminated, and the improvements deferred. It is not, I submit, economical or good business to defer necessary improvements. There is no other course to follow, however, in the face of generally rising costs and income losses from decreasing valuations.

Personnel costs continue to rise chiefly because of the referendum increase voted for fire-fighters and extended to policemen. To this increase must also be added higher overtime payments, required by law, and based on the higher rate of pay.

In a continued effort to keep personnel costs at the lowest possible point, 291 permanent positions have been eliminated.

No provision is made in the budgets as submitted for wage or salary increases to employees other than the uniformed men of the Fire and Police Departments. This matter is still under consideration while studies are being completed of wage rates paid by the Commonwealth and by other Massachusetts cities and towns.

Other than the personnel increase, the largest single increase in the budgets, as submitted, is found in the categories of aid to dependent children, and aid to the aged. Because of increased payments as promulgated by the state government as a consequence of higher living costs, the appropriations allowed for 1959 are some \$1,200,000 greater than in 1958.

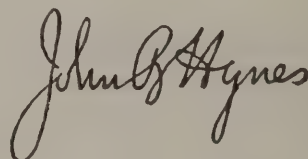
Other substantial budget increases over last year are because of repair needs both minor and structural in the Hospital Department; non-contributory pensions and annuities; Reserve Fund; higher street lighting rates; cost of printing ballots for the coming municipal primary and election; new elevators and rewiring at Police Headquarters and repairs to police stations; major repairs to Park Department buildings and structures; replacement of obsolete equipment in various departments; and traffic control signals in various sections to the city.

In the accompanying communication of the Supervisor of Budgets there is given, in outline, the factors responsible for the higher 1959 allowances. The budget document will supplement this information in greater detail. The Supervisor of Budgets and members of his staff will be available to explain in even greater detail the allowances made.

Whatever supplementary appropriations may be necessary, such as "down payments" on loan orders for capital improvements, will be submitted at a later date to your Honorable Body.

I respectfully recommend adoption of the accompanying appropriation and tax orders.

Respectfully,

A handwritten signature in cursive script, reading "John B. Agnes". The signature is written in dark ink and is positioned above the title "Mayor".

Mayor.



CITY OF BOSTON

ADMINISTRATIVE SERVICES DEPARTMENT

ROOM 50, CITY HALL

January 30, 1959.

HON. JOHN B. HYNES.
Mayor of Boston.

SIR:

In accordance with the provisions of Section 3 of Chapter 3A of the revised city ordinances, I have prepared, under your direction and after consultation with the Director of Administrative Services, in segregated form, the annual budget for city, county, and revenue departments to be submitted to the City Council.

GENERAL STATEMENT

The budget allowances recommended for city, county, and income departments represent an increase of \$3,120,369.00 over total appropriations authorized in 1958.

The following table indicates the differences between the appropriations recommended for 1959 and those approved by the City Council in 1958:

	1958	1959	
	APPROPRIATIONS	RECOMMENDATIONS	INCREASE
CITY BUDGET	\$106,711,678 00	\$109,614,781 00	\$2,903,103 00
COUNTY BUDGET	7,872,157 00	8,114,523 00	242,366 00
TOTAL	\$114,583,835 00	\$117,729,304 00	\$3,145,469 00
INCOME DEPARTMENTS	3,965,217 00	3,940,117 00	25,100 00*
GRAND TOTAL	\$118,549,052 00	\$121,669,421 00	\$3,120,369 00

* Denotes Decrease

The appropriations recommended for income departments will be met from the revenues collected by these departments, and hence will not affect this year's tax rate. In other words, the 1959 tax rate will be affected solely by the increase in the city and county budgets, which increase is indicated in the foregoing table as \$3,145,469.00.

FORM OF BUDGET

As indicated in the table of contents, the material relating to the 1959 budget is presented in this document in three parts or sections. Part I presents the appropriations recommended for the various city, county, and income departments. The departments have been arranged by functions, and the appropriations are set forth under the eight main expenditure groups.

Part II presents in detail the allowances recommended for departments and organization units. This detail supports the appropriations recommended and set forth in Part I. It should be noted that the detail for individual departments is presented so as to indicate the various work programs to be performed, together with the allowance required for each program.

Part III presents two sets of tables, both of which indicate in comparative form the differences between 1958 appropriations and 1959 recommendations, as they relate first to organization units, and second to objects of expenditure.

Permanent Employees. Notwithstanding the increases listed below amounting to \$418,000.00 the net appropriation for this item is only \$288,556.00 over 1958.

Cost of increments	\$303,686 00
Reorganization of Assessing Department	55,000 00
Preparation of parking tickets by Police Department personnel	35,000 00
Additional Building Department Inspectors	25,000 00

Temporary Employees. Despite an increased allowance of \$65,000.00 due to salary increases granted to Special Nurses, the allowance under this item reflects an increase of only \$4,811.00 over the 1958 appropriation. The main factors involved in this allowance are indicated in the following table:

Parks and Recreation Department	\$380,000 00	Seasonal employment of recreation play leaders, lifeguards, bath custodians, matrons, and sports officials necessary to carry out the recreation program of the city.
Hospital Department	\$350,000 00	Increase in this account is due to salary adjustment of special nurses.
Library Department	\$170,000 00	For part-time service of young men and women employed on an hourly basis chiefly in the branch libraries.
Election Department	\$75,000 00	Cost of wardens, clerks, etc., for two election functions.

The balance is spread over a number of departments to cover peak load periods.

Overtime. Chapter 411 of the Acts of 1958 as adopted by the electorate provided a salary increase for the uniformed personnel of the Fire Department, and since it has been your Honor's policy to compensate uniformed members of the Police and Fire Departments at the same salary scale, it is necessary to provide an additional \$132,000.00 over the 1958 appropriation for overtime due to these salary adjustments.

The main factors involved in this allowance are indicated in the following table:

Police Department	\$640,000 00	Holidays, police listing, primary day, election day, and various parades.
Fire Department	\$224,000 00	Holidays for uniform force.
Hospital Department	\$170,000 00	The major part of this allowance is paid to permanent nurses, attendants, and medical workers who agree to work an extra day due to shortage of such personnel. New salary schedule for nurses adopted July 1, 1958 is mainly responsible for this increased allowance.
Library Department	\$62,000 00	This allowance covers permanent employees who are required to work evenings in branch libraries and Sundays in the Central Library. This represents a decrease of \$18,000.00 from last year's appropriation.
Parks and Recreation Department	\$50,000 00	Permanent maintenance crews required during the Arts Festival, Christmas Festival, various holiday observances, and emergency tree work caused by storms.
Election Department	\$24,000 00	For custodians of schools and public buildings at two election functions, and during registration. Voting machine custodians for period immediately preceding the two functions.

Contractual Services. This item shows an increase of \$483,591.00 over last year's appropriation. The main factors responsible for this increase are as follows:

Hospital Department, ordinary maintenance and repairs	\$180,000 00
Maintenance, of street lights (addition of 2,181 electric street lights)	90,000 00
Printing ballots, Municipal election	50,000 00
Repairs to police stations	45,000 00
Repairs to various libraries	25,000 00
Cleaning statues, Art Commission	20,000 00

The balance is spread over a number of departments.

Supplies and Materials. The allowances under this group show an increase of \$246,684.00 over the 1958 appropriation. Of this increase \$70,000.00 is attributable to the cost of fuel for two boats on loan to the Police Department from the United States Government. The balance may be accounted for by price increases in all other supplies and materials.

Current Charges and Obligations. The increase of \$933,640.00 is mainly due to rise in cost-of-living index; allowance for fuel; and increased cost of medical supplies in the Welfare Department.

Equipment. The increase of \$325,474.00 in this item is necessary for the replacement of obsolete equipment which can no longer be deferred.

Structures and Improvements. The major items responsible for an increase of \$568,000.00 in this appropriation are as follows:

Police Department:

Installation of new elevators, Headquarters	\$100,000 00
Rewiring, DC to AC, Headquarters	125,000 00

Hospital Department:

General remodeling of Buildings and Structures	\$200,000 00
----------------------------------------------------------	--------------

Parks and Recreation Department:

Major repairs to Buildings and Structures	\$93,000 00
-----------------------------------------------------	-------------

Traffic Department:

Installation of Automatic Traffic Control Signals in various sections of the city	\$50,000 00
------------------------------------------------------------------------------------------------	-------------

Land and Improvements. An additional \$50,000.00 has been requested under this item to cover the cost of planting trees in pilot areas under the Urban Renewal Program.

Special Appropriations. This group shows a decrease of \$422,254.00 from the 1958 appropriation. The principal reason for this decrease is that we were required to make an additional appropriation last year of \$415,000.00 for Snow Removal.

Principal increases within this group are as follows:

Noncontributory Pensions and Annuities	\$200,000 00
Reserve Fund	150,000 00
Demolition or Restoration of Abandoned Properties	36,000 00
Boston Redevelopment Authority	30,000 00

COUNTY BUDGET

Allowances recommended for county departments reflect an increase of \$242,366.00 over 1958 appropriations.

Personal Services. Sliding scale and mandatory legislative increases are mainly responsible for the increase in this item.

Contractual Services. This group reflects an increase of \$21,451.00 over the allowance for 1958. Twenty thousand dollars of this amount is necessary for architectural services to correct leaking condition in New Court House.

The balance is spread over a number of departments to cover peak load periods.

Supplies and Materials. The increased allowance of \$40,436.00 in this group is caused by the rise in cost of all supplies and materials.

Equipment. The increase of \$43,166.00 in this item is necessary for the replacement of obsolete equipment which can no longer be deferred.

Special Appropriations. Increase in this appropriation of \$15,000.00 is due entirely to Noncontributory Pensions and Annuities.

INCOME DEPARTMENTS

The allowances made under this section reflect a decrease of \$25,100.00.

This has been accomplished despite the fact that items other than Personal Services have increased by \$26,435.00.

CONCLUSION

The preceding paragraphs outline in detail the principal reasons for the increase of the 1959 allowances over the 1958 appropriations.

Respectfully,

JOHN G. PICKETT,
Supervisor of Budgets.

PART I
APPROPRIATIONS AND TAX ORDERS FOR THE
FINANCIAL YEAR 1959

APPROPRIATIONS AND TAX ORDERS FOR THE FINANCIAL YEAR 1959

Ordered: That to meet the current expenses payable during the financial year beginning with the first day of January, 1959, for performing the duties and exercising the powers devolved by statute or ordinance, or by vote of the City Council during the year, upon the City of Boston, or County of Suffolk, or the departments or officers thereof, the respective sums of money specified in the tables and schedules hereinafter set out be, and the same are, hereby appropriated for the several departments and for the objects and purposes hereinafter stated.

Ordered: That the appropriation for Water Service, current expenses, and the payment to the state, under the provisions of chapter 488 of the Acts of 1895, and acts in addition or amendment thereto, and for the interest and debt requirements or for loans issued for water purposes be met by the income of said works and any excess over income from taxes; that the appropriation for the Sumner Traffic Tunnel be met by the income from tolls and any excess over income from taxes, in accordance with the provisions of section 11, chapter 297, of the Acts of 1929, as amended by chapter 74 of the Acts of 1935; that appropriations for the maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto, be met by the income from parking meter fees; that the other appropriations hereinafter specified be met out of the money remaining in the treasury at the close of business on December 31, 1958, exclusive of the money raised by loan or needed to carry out the requirements of any statute, gift, trust or special appropriation; by the income of the financial year beginning January 1, 1959; by taxes on the polls and estates in the City of Boston; and by the proceeds of any duly authorized loans.

Ordered: That all sums of money which form no part of the income of the city, but shall be paid for services rendered or work done by any department or division for any other department or division, or for any person or corporation other than the City of Boston, be paid into the general treasury, and that all contributions made to any appropriation be expended for the objects and purposes directed by the several contributors thereof.

Ordered: That all taxes raised to meet the appropriations of the city, and all taxes assessed for meeting the city's proportion of the state tax for the year 1959, or for any other taxes or assessments payable to the Commonwealth, shall be due and payable on July 1, 1959. Interest shall be charged at the rate of 4 per cent per annum and computed from October 1, 1959, on all real estate and personal property taxes remaining unpaid after November 1, 1959, and assessed and payable in the year 1959, before said November 1, 1959, until such taxes are paid. All interest which shall have become due on taxes shall be added to and be part of such taxes.

Ordered: That except as the appropriation for any purpose or item shall be increased by additional appropriations or transfers lawfully made, no money shall be expended by any department for any of the purposes or items designated in the tables and schedules hereinafter set out in excess of the amount set down as appropriated for such specific purpose or item.

APPROPRIATION	TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$143,978 00	\$106,978 00	\$7,500 00
1-01-94 Conventions and Entertainment of Distinguished Guests	100,000 00	—	—
1-01-95 Public Celebrations	120,000 00	—	—
1-13-77 U. S. Bond Allotment Plan	23,424 00	—	—
1-13-78 Civic Improvement Committee	13,053 00	—	—
1-01-12 City Council	141,640 00	128,730 00	7,830 00
1-01-13 City Council Proceedings	20,000 00	—	20,000 00
ELECTIONS			
1-01-21 Election Department	438,557 00	333,884 00	83,300 00
FINANCE			
1-01-31 Auditing Department	389,970 00	335,000 00	11,205 00
1-01-35 Equalization Survey	150,000 00	—	—
1-01-36 Assessing Department	725,884 00	655,000 00	45,733 00
1-01-37 Collecting Division, Treasury De- partment	283,326 00	213,398 00	13,022 00
1-01-38 Treasury Division, Treasury De- partment	270,634 00	186,996 00	20,899 00
1-01-39 Board of Sinking Fund Commis- sioners, Treasury Department	2,750 00	2,200 00	—
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,067,403 00	813,866 00	101,682 00
LAW			
1-01-51 Law Department	377,066 00	320,241 00	49,324 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	88,800 00	81,645 00	3,365 00
1-01-62 City Documents	45,000 00	—	45,000 00
PLANNING			
1-01-70 City Planning	236,000 00	210,460 00	18,020 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,371,524 00	742,033 00	358,996 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	121,950 00	97,300 00	20,750 00
1-01-93 Finance Commission	60,000 00	46,200 00	3,570 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	16,342,547 00	14,975,000 00	397,500 00
FIRE			
1-02-21 Fire Department	11,624,634 00	10,624,000 00	369,430 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	990,676 00	703,798 00	24,800 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	75,378 00	57,962 00	16,078 00

UDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$7,100 00	\$22,000 00	\$400 00			
—	—	—	—	—	\$100,000 00
—	—	—	—	—	120,000 00
—	—	—	—	—	23,424 00
—	—	—	—	—	13,053 00
4,115 00	275 00	690 00			
16,500 00	4,075 00	798 00			
19,917 00	23,619 00	229 00			
—	—	—	—	—	150,000 00
18,892 00	1,824 00	4,435 00			
47,235 00	8,797 00	874 00			
15,650 00	44,398 00	2,691 00			
400 00	150 00				
127,210 00	7,892 00	1,753 00	—	—	15,000 00
4,268 00	1,588 00	1,645 00			
2,555 00	180 00	1,055 00			
2,760 00	960 00	3,800 00			
60,705 00	70,600 00	4,190 00	\$135,000 00		
3,000 00	150 00	750 00			
570 00	9,210 00	450 00			
492,150 00	55,747 00	197,150 00	225,000 00		
484,325 00	9,458 00	137,421 00			
9,850 00	205 00	523 00	—	—	251,500 00
1,140 00	198 00				

APPROPRIATION		TOTAL	1 PERSONAL SERVICES	2 CONTRACTUAL SERVICES
OTHER				
1-02-51	Boston Traffic Department	\$846,860 00	\$520,750 00	\$164,700 00
1-02-52	Licensing Board	125,944 00	96,500 00	8,700 00
PUBLIC WORKS				
1-03-00	Public Works Department	10,690,771 00	5,282,609 00	4,556,661 00
HEALTH				
1-05-00	Health Department	2,098,514 00	1,713,285 00	275,985 00
HOSPITALS				
1-06-00	Hospital Department	19,877,045 00	14,694,000 00	970,450 00
PUBLIC WELFARE				
GENERAL WELFARE				
1-07-10	Welfare Department	24,322,649 00	1,639,858 00	136,400 00
AID TO NEEDY VETERANS				
1-07-40	Veterans' Services Department . .	2,226,551 00	313,394 00	36,002 00
LIBRARIES				
1-10-11	Library Department	3,299,377 00	2,597,000 00	226,200 00
PARKS AND RECREATION				
1-11-00	Parks and Recreation Department	4,240,045 00	3,028,000 00	336,100 00
MISCELLANEOUS				
1-13-31	Executions of Court, Damage Claims and Reimbursements	500,000 00	—	—
1-13-41	Workmen's Compensation Service .	41,185 00	40,500 00	150 00
1-13-42	Workmen's Compensation	200,000 00	—	—
1-13-61	City Record, Publication of	61,370 00	9,070 00	52,000 00
1-13-74	Pensions and Annuities—City . . .	5,100,000 00	—	—
1-23-31	Snow Removal	400,000 00	—	—
1-25-11	Federal Public Health Program . . .	3,276 00	—	—
1-33-73	Reserve Fund	300,000 00	—	—
1-71-58	Boston Housing Authority	27,000 00	—	—
1-71-61	Boston Redevelopment Authority . .	30,000 00	—	—
TOTAL		\$109,614,781 00	\$60,569,657 00	\$8,381,352 00

BUDGET

3	4	5	7	8	
SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	LAND AND NON- STRUCTURAL IMPROVEMENTS TO LAND	SPECIAL APPROPRIATIONS
\$75,820 00	\$890 00	\$34,700 00	\$50,000 00		
6,865 00	12,829 00	1,050 00			
399,470 00	14,677 00	137,354 00	300,000 00		
102,500 00	2,642 00	4,102 00			
3,767,225 00	12,250 00	130,620 00	300,000 00	\$2,500 00	
98,870 00	22,434,721 00	12,800 00			
5,650 00	1,870,336 00	1,169 00			
327,125 00	68,052 00	81,000 00			
328,735 00	10,887 00	136,323 00	125,000 00	275,000 00	
—	—	—	—	—	\$500,000 00
500 00	35 00	—	—	—	200,000 00
150 00	—	150 00	—	—	5,100,000 00
—	—	—	—	—	400,000 00
—	—	—	—	—	3,276 00
—	—	—	—	—	300,000 00
—	—	—	—	—	27,000 00
—	—	—	—	—	30,000 00
\$6,431,252 00	\$24,688,645 00	\$898,122 00	\$1,135,000 00	\$277,500 00	\$7,233,253 00

APPROPRIATION		TOTAL	1 PERSONAL SERVICES
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65	Registry of Deeds	\$464,226 00	\$437,400 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82	County Court House (Custodian)	722,609 00	550,000 00
1-01-84	Buildings Division, Real Property Department	194,900 00	149,000 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11	Jail	504,585 00	385,170 00
4-08-12	Central Office, Penal Institutions Department	86,364 00	84,846 00
4-08-13	House of Correction, Penal Institutions Department	1,093,000 00	594,400 00
4-08-14	Middlesex County Training School	90,000 00	—
JUDICIAL			
CENTRAL COURTS			
4-12-11	Supreme Judicial Court	105,325 00	93,280 00
4-12-12	Superior Court, General Expenses	118,075 00	110,000 00
4-12-13	Clerk's Office, Superior Court, Civil Session	918,573 00	544,000 00
4-12-14	Criminal Session, Superior Court	713,695 00	415,000 00
4-12-15	Municipal Court, City of Boston	988,118 00	912,558 00
4-12-16	Boston Juvenile Court	123,138 00	113,500 00
4-12-17	Probate Court	87,280 00	35,305 00
4-12-18	Court Officers' Division, Superior Court	392,743 00	376,000 00
4-12-19	Probation Department, Superior Court, Criminal Session	87,685 00	74,000 00
DISTRICT COURTS			
4-12-21	Municipal Court, Charlestown District	93,571 00	85,704 00
4-12-22	East Boston District Court	94,623 00	87,506 00
4-12-23	Municipal Court, South Boston District	91,409 00	84,690 00
4-12-24	Municipal Court, Dorchester District	150,879 00	140,596 00
4-12-25	Municipal Court, Roxbury District	348,643 00	308,958 00
4-12-26	Municipal Court, West Roxbury District	113,637 00	106,147 00
4-12-27	Municipal Court, Brighton District	74,638 00	67,529 00
4-12-28	District Court of Chelsea	107,911 00	99,876 00
MEDICAL EXAMINATIONS			
4-12-31	Medical Examiner Service, Northern Division	48,141 00	42,070 00
4-12-32	Medical Examiner Service, Southern Division	33,679 00	30,000 00
4-12-33	Associate Medical Examiner Service, Northern Division	5,038 00	4,040 00
4-12-34	Associate Medical Examiner Service, Southern Division	5,038 00	4,040 00
OTHER			
4-12-41	Social Law Library	2,000 00	—
4-12-42	Mental Illness	60,000 00	—
MISCELLANEOUS			
4-13-75	Pensions and Annuities	195,000 00	—
TOTAL		\$8,114,523 00	\$5,935,615 00

BUDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATIONS
\$7,275 00	\$18,500 00	\$751 00	\$300 00		
107,270 00	55,780 00	1,859 00	7,700 00		
34,700 00	10,300 00	200 00	700 00		
18,250 00	88,800 00	1,000 00	11,365 00		
570 00	900 00	48 00	—		
40,500 00	430,900 00	7,200 00	20,000 00		
—	—	—	—	—	\$90,000 00
10,150 00	1,495 00	100 00	300 00		
1,480 00	2,235 00	—	4,360 00		
354,500 00	18,000 00	273 00	1,800 00		
286,000 00	9,040 00	155 00	3,500 00		
29,800 00	41,260 00	1,200 00	3,300 00		
6,950 00	1,600 00	334 00	754 00		
25,000 00	25,000 00	75 00	1,900 00		
2,000 00	14,450 00	293 00	—		
4,908 00	3,514 00	183 00	5,080 00		
3,360 00	3,000 00	107 00	1,400 00		
3,123 00	3,515 00	99 00	380 00		
3,880 00	2,000 00	279 00	560 00		
6,135 00	3,570 00	178 00	400 00		
16,922 00	20,210 00	553 00	2,000 00		
4,075 00	2,900 00	115 00	400 00		
1,650 00	4,530 00	86 00	843 00		
2,380 00	3,970 00	110 00	1,575 00		
4,163 00	1,900 00	8 00			
1,970 00	1,186 00	179 00	344 00		
865 00	125 00	8 00			
865 00	125 00	8 00			
—	2,000 00				
59,875 00	125 00				
—	—	—	—	—	195,000 00
\$1,038,616 00	\$770,930 00	\$15,401 00	\$68,961 00	—	\$285,000 00

INCOME

APPROPRIATION	TOTAL	I PERSONAL SERVICES
1-01-37 Collecting Division, Treasury Department (Water Service)	\$157,285 00	\$135,000 00
1-03-52 Automotive Division, Public Works Department (Water Service)	99,872 00	47,872 00
3-71-11 Sumner Traffic Tunnel, Public Works Department	713,287 00	472,000 00
3-71-12 Water Service, Public Works Department	2,679,673 00	1,480,000 00
3-71-16 Pensions and Annuities	290,000 00	—
TOTAL	\$3,940,117 00	\$2,134,872 00

DEPARTMENTS BUDGET

2	3	4	5	7	
CONTRACTUAL SERVICES	SUPPLIES AND MATERIALS	CURRENT CHARGES AND OBLIGATIONS	EQUIPMENT	STRUCTURES AND IMPROVEMENTS	SPECIAL APPROPRIATION
\$4,685 00	\$14,084 00	\$3,426 00	\$90 00		
7,000 00	26,000 00	2,500 00	16,500 00		
193,000 00	20,480 00	2,607 00	25,200 00		
434,700 00	207,790 00	204,283 00	117,900 00	\$235,000 00	
—	—	—	—	—	\$290,000 00
\$639,385 00	\$268,354 00	\$212,816 00	\$159,690 00	\$235,000 00	\$290,000 00

PART II
DETAIL BY ORGANIZATION UNITS,
OBJECTS, AND PROGRAMS

CITY BUDGET

SUPPORTING DETAIL

MAYOR, OFFICE EXPENSES

1-01-11

The Mayor is the chief executive officer of the city. He appoints all heads of city departments and other city officials with the exception of those appointed by the Governor, namely, the Police Commissioner, Licensing Board, and Finance Commission. The annual budget, as well as subsequent appropriations and transfers, are prepared under his direction for submission to the City Council. He may submit to the Council in the form of an ordinance or loan order such recommendations as he may deem to be for the welfare of the city. He may disapprove any action of the Council, and, if said action involves the expenditure of money, the Mayor's action is final.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$104,000 17	\$105,772 95	\$110,163 00	\$106,978 69	\$106,978 00	
—Contractual Services . .	14,157 03	9,585 92	6,800 00	7,500 00	7,500 00	
—Supplies & Materials . .	6,614 09	7,283 48	7,100 00	7,100 00	7,100 00	
—Current Charges & Oblig's	23,271 65	35,911 56	21,000 00	22,000 00	22,000 00	
—Equipment	139 25	823 18	400 00	400 00	400 00	
TOTALS	\$148,182 19	\$159,377 09	\$145,463 00	\$143,978 69	\$143,978 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$66,000 00

C — PROGRAMS

1. EXECUTIVE

Formulates policies, coordinates municipal activities, recommends legislative action, and maintains liaison with heads of departments and boards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1	\$20,000 00	\$3,500 00	\$2,600 00	\$21,940 00	\$300 00	\$48,340 00

Personal Services: Mayor.

Contractual Services: Repairs and servicing of automotive equipment, \$2,000.00; travel expenses, \$1,500.00.

Supplies and Materials: Gas, oil, and accessories, \$2,100.00; postage and stationery, \$500.00.

Current Charges and Obligations: Flowers, trophies, photographs, and other expenses incidental to the welcome and reception of visitors to the city, \$16,336.00; association dues, newspaper and magazine subscriptions, \$4,800.00; auto storage and registration, \$804.00.

Equipment: Library books, \$300.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

General clerical and stenographic services, including handling of correspondence, arranging appointments for interviews and conferences, and the operation of a telephone switchboard.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
12	\$67,847 00	\$3,500 00	\$3,100 00	\$100 00	\$74,547 00

Personal Services: Industrial Counselor, Chief Clerk, Labor Advisor, Supervisor of Complaints, Chauffeur, 4 Secretaries, Telephone Operator, and 2 Clerical Employees. Overtime, \$6,050.00.

Contractual Services: Travel expenses for Mayor's office staff, \$700.00; mimeographing and other duplicating services, \$300.00; messenger and telegraph service, \$1,400.00; printing and binding, \$1,076.00; towel service, \$24.00.

Supplies and Materials: Postage, \$600.00; forms, cards, and stationery, \$2,500.00.

Equipment: Library books, \$100.00.

3. REGULATION AND ISSUANCE OF AMUSEMENT LICENSES

Issues licenses for all places of public amusement and sport fields, and, in conjunction with Massachusetts Division of Public Safety, regulates conduct of Sunday entertainments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$19,131 00	\$500 00	\$1,400 00	\$60 00	\$21,091 00

Personal Services: Chief, Assistant Chief, 2 Stenographers.

Contractual Services: Messenger and telegraph service, \$200.00; mimeographing and other duplicating services, \$200.00; printing and binding \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

Current Charges and Obligations: Premium on surety bonds, \$60.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Executive	1	\$20,000 00	\$3,500 00	\$2,600 00	\$21,940 00	\$300 00	\$48,340 00
2. Administrative and General Services	12	67,847 00	3,500 00	3,100 00	—	100 00	74,547 00
3. Regulation and Issuance of Amusement Licenses	4	19,131 00	500 00	1,400 00	60 00	—	21,091 00
TOTALS	17	\$106,978 00	\$7,500 00	\$7,100 00	\$22,000 00	\$400 00	\$143,978 00

MAYOR, SPECIAL ACTIVITIES

CONVENTIONS AND ENTERTAINMENT OF DISTINGUISHED GUESTS

1-01-94

As provided by the General Laws, a sum not in excess of \$100,000.00 may be appropriated for providing proper facilities for public entertainment in connection with the holding of conventions, for paying expenses incidental to such entertainment, and for the entertainment of distinguished guests.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Conventions & Entertainment of Distinguished Guests	\$67,728 94	\$89,150 17	\$88,500 00	\$109,655 00	\$100,000 00	

ESTIMATED EXPENSES

Salaries: Assistant Director and Clerk	\$9,256 00
Definite allocations for conventions and meetings already scheduled	26,000 00
Anticipated allocation for other conventions	15,744 00
Distinguished guests	15,000 00
Calendar of events	14,000 00
Luncheons and breakfasts to heads of veterans' organizations	17,000 00
Welcome signs and decorations	3,000 00
TOTAL	\$100,000 00

PUBLIC CELEBRATIONS

1-01-95

As provided by the General Laws, the City Council may by a two-thirds vote appropriate money for the celebration of holidays and for other like public purposes. The programs and details for all public city functions are arranged by the Public Celebrations Division of the Mayor's Office.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Public Celebrations	\$150,824 73	\$132,742 28	\$118,369 00	\$120,433 00	\$120,000 00	

ESTIMATED EXPENSES

Salaries: Director, Assistant Director, and 4 Clerical Employees	\$23,539 00
Major Celebrations:	
March 17, Evacuation Day	\$10,000 00
June 17, Bunker Hill Day	13,000 00
July 4, Independence Day	18,000 00
October 12, Columbus Day	8,000 00
Christmas Festival	10,000 00
Arts Festival	15,000 00
Band Concerts (Summer)	7,000 00
Total Major Celebrations	\$81,000 00
Special Observances	15,461 00
TOTAL	\$120,000 00

U. S. BOND ALLOTMENT PLAN

1-13-77

Deductions are made from the salary of employees for the purchase of United States Savings Bonds. The expense of recording the deductions made and arranging for the delivery of the bonds are covered by this appropriation.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	1959 Budget		Approved
					Recommended by Mayor		
Special Appropriation: United States Bond Allot- ment Plan	\$27,006 50	\$23,473 72	\$23,424 00	\$23,424 00	\$23,424 00		

ESTIMATED EXPENSES

Salaries: 8 Clerical Employees	\$22,674 00
Cleaning	50 00
Forms, cards, and stationery	600 00
Premiums on surety bonds	100 00
TOTAL	\$23,424 00

CIVIC IMPROVEMENT COMMITTEE

1-13-78

The Committee for Civic Improvement seeks to coordinate the work of all Boston and Greater Boston public and private agencies that are striving to reduce the causes of race friction; espouses methods of discouraging vandalism on the part of juvenile offenders; and fosters an educational program that will lead to more harmonious relations among the people regardless of race, religion, color, or national origin.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	1959 Budget		Approved
					Recommended by Mayor		
Special Appropriation: Civic Improvement Com- mittee	\$9,954 03	\$11,861 24	\$13,053 00	\$13,053 00	\$13,053 00		

ESTIMATED EXPENSES

Salary: Executive Secretary and Clerk	\$11,388 00
Communications, printing, and binding, travel expense	1,315 00
Office and other supplies	250 00
Library books	50 00
Office equipment	50 00
TOTAL	\$13,053 00

CITY COUNCIL

1-01-12

The City Council is the legislative body of the city. The Councillors are elected at large and serve for a two-year term. They elect annually a president who presides at meetings, appoints all committees, and serves as Acting Mayor when the Mayor is absent from the city or unable from any cause to perform his duties.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$126,506 65	\$127,522 33	\$128,730 00	\$132,170 00	\$128,730 00	
—Contractual Services . .	5,691 58	9,201 44	7,830 00	7,830 00	7,830 00	
—Supplies & Materials . .	3,238 92	3,713 30	3,715 00	4,115 00	4,115 00	
—Current Charges & Oblig's	193 12	224 38	225 00	275 00	275 00	
—Equipment	397 34	636 22	625 00	690 00	690 00	
TOTALS	\$136,027 61	\$141,297 67	\$141,125 00	\$145,080 00	\$141,640 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. CONSIDERATION AND ADOPTION OF LEGISLATIVE MEASURES

Personal Services No.	Amount	Contractual Services	Total
9	\$45,000 00	\$6,400 00	\$51,400 00

Personal Services: 9 Councillors.

Contractual Services: Advertising public hearings, \$1,400.00; stenographic services at public hearings, \$5,000.00.

2. ADMINISTRATIVE AND GENERAL SERVICES

Supervises Council attachés, controls expenditures, distributes city documents, records committee actions, and provides secretarial assistance to Council members.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$83,730 00	\$1,430 00	\$4,115 00	\$275 00	\$690 00	\$90,240 00

Personal Services: City Messenger and Assistant, Clerk of Committees and Assistant, Document Clerk, Librarian Archivist, 2 Secretaries, and Clerk; * 7 Police Officers receive \$200.00 per annum extra for special duty; * 8 Temporary Clerical Employees to assist the Councillors in the performance of their duties, \$32,730.00; Chaplain, \$750.00.

Contractual Services: Messenger and telegraph service, \$650.00; servicing of office equipment, \$100.00; transportation for inspection tours, \$100.00; towel service, \$180.00; binding city documents, \$100.00; portrait of Councillors, \$300.00.

Supplies and Materials: Household supplies, \$65.00; postage, \$1,000.00; forms, cards, and stationery, \$3,000.00; general operating supplies, \$50.00.

Current Charges and Obligations: News clipping service, \$275.00.

Equipment: Library books, \$300.00; furniture, \$390.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Consideration and Adoption of Legislative Measures	9	\$45,000 00	\$6,400 00	—	—	—	\$51,400 00
Administrative and General Services	10	83,730 00	1,430 00	\$4,115 00	\$275 00	\$690 00	90,240 00
TOTALS	19	\$128,730 00	\$7,830 00	\$4,115 00	\$275 00	\$690 00	\$141,640 00

* Not included in permanent quota.

CITY COUNCIL PROCEEDINGS

1-01-13

All proceedings of the City Council at its regular and special meetings are recorded in shorthand, transcribed and subsequently indexed, printed, and bound in a permanent document.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
2—Contractual Services	\$19,563 47	\$18,022 03	\$18,000 00	\$20,000 00	\$20,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. RECORDING, INDEXING AND PRINTING OF CITY COUNCIL MEETINGS

Contractual Services: Reporting and indexing, \$6,500.00; printing and binding, \$13,500.00.

ELECTION DEPARTMENT

1-01-21

The Election Department maintains a system of permanent registration of persons eligible to vote in the city, state, and national elections. It is responsible for the conduct of elections and the certification of election results. The examination of prospective jurors and the certification of jury lists are also functions of this department. Two elections will be held in 1959, namely, the preliminary election in September, and the city election in November. Voting machines are used by approximately 97 per cent of the voters.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$380,844 00	\$315,169 61	\$336,400 00	\$348,655 00	\$333,884 00	
-Contractual Services . . .	112,755 25	118,597 72	63,520 00	135,750 00	83,300 00	
-Supplies & Materials . . .	41,217 15	12,210 98	13,950 00	18,650 00	16,500 00	
-Current Charges & Oblig's	4,770 00	3,508 00	4,250 00	4,075 00	4,075 00	
-Equipment	85 00	90 00	280 00	798 00	798 00	
TOTALS	\$539,671 40	\$449,576 31	\$418,400 00	\$507,928 00	\$438,557 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$1,200 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative supervision and direction of department; provides general financial and clerical services, and furnishes information to the public.

Personal Services No.	Amount	Contractual Services	Equipment	Total
9	\$57,036 00	\$25 00	\$100 00	\$57,161 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Chairman, 3 Commissioners, Executive Secretary, Assistant Executive Secretary, Assistant Registrar of Voters.

Information Section: Head Clerk, Senior Assistant Registrar of Voters.

Contractual Services: Servicing of office equipment, \$25.00.

Equipment: Library books, \$100.00.

2. CONDUCT OF ELECTIONS, INCLUDING REGISTRATION OF VOTERS, PREPARATION OF VOTING LISTS, AND CHECKING NOMINATIONS

The permanent register of voters is maintained by this division, nominating papers are checked, arrangements for the various elections are made, voting and jury lists are prepared, the elections are conducted, and the results are tabulated. Estimated statistics for 1959 with respect to these operations are 310,000 voters on register; 30,000 notices to voters dropped from voting list; 20,000 transfers in registrations during year; 4,000 nomination papers received; 150,000 signatures on nominating papers test-checked to register; and 12,000 prospective jurors interviewed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
32	\$239,895 00	\$104,650 00	\$15,300 00	\$4,075 00	\$250 00	\$334,170 00

Personal Services: Head Assistant Registrar of Voters, 2 Principal Assistant Registrars of Voters, 7 Senior Assistant Registrars of Voters, Assistant Registrar of Voters and Jury Investigator, Assistant Registrar of Voters and Ballot Box Repairman, 20 Assistant Registrars of Voters.

Temporary Employees needed to assist in the preparation for and the conduct of elections: 281 Wardens, 2 days; 281 Clerks, 2 days; 1,124 Inspectors, 2 days; 100 Custodians, private buildings, 2 days; 44 Assistant Registrars, 20 nights each; 20 Assistant Registrars, 16 weeks each. Total, \$75,000.00.

Overtime compensation for services required in excess of regular working hours in connection with checking of nomination papers, evening registrations, demonstration of voting machines, and recounts, \$15,000.00.

Contractual Services: Lighting service for schools and voting booths, \$2,500.00; transportation of persons for registration and voting, \$150.00; printing voting list, \$48,000.00; printing authority slips, \$3,000.00; advertising, \$1,000.00; miscellaneous printing, binding, \$2,000.00; cost of printing ballots and voting machine labels, \$17,000.00; delivery of election equipment, \$1,000.00.

Supplies and Materials: Food for employees working nights at two functions, \$250.00; postage, forms, cards, and stationery and miscellaneous election supplies for the two functions, \$15,000.00. General operating supplies and materials, \$50.00.

Current Charges and Obligations: Rentals of private buildings and land for registration and voting, \$4,075.00.

Equipment: Office furniture and equipment, \$250.00.

Election Department — Continued

3. CARE AND MAINTENANCE OF VOTING MACHINES

The 1,463 voting machines owned by the city are prepared for elections by this division. Between elections all of the machines are stored under the care of this division in city-owned buildings. Minor adjustments and repairs are made to machines by this group. A storehouse with a floor area of 12,000 square feet is maintained for election records and minor records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
6	\$36,953 00	\$8,625 00	\$1,200 00	\$448 00	\$47,226 00

Personal Services: Chief Voting Machine Custodian, 2 Voting Machine Custodians, Assistant Registrar of Voters, Carpenter, Electrician. Overtime for setting up of voting machines, \$9,000.00.

Contractual Services: Telephone service for Voting Machine Storehouse on election days, \$125.00; servicing of automotive equipment, \$250.00; trucking of voting machines, \$8,000.00; lighting for storehouse, \$50.00; repairs and maintenance of storehouse, \$200.00.

Supplies and Materials: Gas, oil, tires, and tubes for truck and carry-all, \$250.00; repair parts, tools, and supplies for voting machines, \$850.00; heating supplies for storehouse, \$100.00.

Equipment: Electric motors for voting machines, \$448.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	9	\$57,036 00	\$25 00	—	—	\$100 00	\$57,161 00
2. Conduct of Elections, Including Registration of Voters, Preparation of Voting Lists, and Checking Nominations	32	239,895 00	74,650 00	\$15,300 00	\$4,075 00	250 00	334,170 00
3. Care and Maintenance of Voting Machines	6	36,953 00	8,625 00	1,200 00	—	448 00	47,226 00
TOTALS	47	\$333,884 00	\$83,300 00	\$16,500 00	\$4,075 00	\$798 00	\$438,557 00

AUDITING DEPARTMENT

1-01-31

The Auditing Department is responsible for the examination and audit prior to payment of all claims against the City of Boston and County of Suffolk, except for debt service and court orders which are post-audited and for the maintenance of accounts necessary to record the financial operations of the city and county. The department is also responsible for prescribing the form of the accounts maintained by city departments and of making such audits as may be desired by the Auditor.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$290,429 38	\$305,999 89	\$330,000 00	\$340,798 00	\$335,000 00	
Contractual Services . . .	8,579 42	9,674 21	10,730 00	11,205 00	11,205 00	
Supplies & Materials . . .	11,162 22	16,693 73	18,520 00	19,917 00	19,917 00	
Current Charges & Oblig's	6,407 30	753 00	15,894 00	23,619 00	23,619 00	
Equipment	245 50	430 29	229 00	229 00	229 00	
TOTALS	\$316,823 82	\$333,551 12	\$375,373 00	\$395,768 00	\$389,970 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL ACCOUNTING SERVICES

General supervision and direction of departmental activities; maintains general accounting records of receipts and expenditures, accounts receivable and appropriations; prepares monthly financial statements and a comprehensive annual report of the city's finances; audits departmental accounts; maintains complete record of funded debt; performs functions of the department pertaining to awarding of contracts and safekeeping of employees' bonds and insurance policies of the city and county. Maintains 200 ledger accounts, 300 accounts receivable ledger accounts, and 350 appropriation ledger accounts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$102,676 00	\$1,395 00	\$700 00	\$803 00	\$229 00	\$105,803 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: City Auditor, Deputy City Auditor, Assistant City Auditor, Principal Accountant, and Principal Clerk and Secretary.

Bookkeeping Section: Principal Accountant, Senior Accountant, and Principal Accounting Machine Operator, Clerk.

Post-Audit Section: Principal and 2 Senior Accountants, and 3 Principal Account Examiners.

Contract and Debt Section: 2 Senior Accountants.

Overtime, \$1,500.

Contractual Services: Servicing of office equipment, \$275.00; attendance at conventions of Municipal Finance Officers, \$800.00; coat service for office personnel, \$70.00; newsclip service, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Dues and subscriptions, \$383.00; premium on surety bonds, \$420.00.

Equipment: Library books, \$229.00.

2. CONTROL OF BUDGETARY ACCOUNTS

Maintains budgetary accounting control of every appropriation, pre-audits purchase orders and service orders to insure that expenditures and budget account codings are correct and particularly that funds are available for their payment; insures that funds are available for payment of all contracts. Maintains 900 accounts for budgetary accounting control.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$53,031 00	\$650 00	\$3,050 00	\$56,731 00

Personal Services: Assistant Principal Accountant, 2 Senior Accountants, Principal Account Examiner, and 10 Clerical Employees. Overtime, \$1,500.00.

Contractual Services: Service on three Burroughs Sensimatic accounting machines and other office equipment, \$650.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,050.00.

Auditing Department — Continued

3. PRE-AUDIT AND PROCESSING OF INVOICES AND SPECIAL DRAFTS

Pre-audits invoices and special drafts to assure that bills are properly incurred, that funds have been appropriated in sufficient amount to pay the bill, that clerical computations are correct, and that there is a certificate thereon that the work done or goods delivered are satisfactory and in accordance with specifications, and that the department head approves payment; audited invoices are grouped, control totals obtained, and copies routed to the tabulation section, department concerned, Treasurer's Office, and disbursement section; 130,000 invoices and 3,500 contract payments are audited annually.

Personal Services		Contractual	Supplies	
No.	Amount	Services	Materials	Total
13	\$63,584 00	\$150 00	\$700 00	\$64,434 00

Personal Services: Performance under this program is divided among the following sections:

Examining Section: 3 Senior Accountants, 5 Principal Account Examiners, and Vault Attendant.

Control Section: Senior Accountant, 2 Principal Clerks, and 1 Clerical Employee.

Overtime, \$2,000.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$700.00.

4. PRE-AUDIT AND PROCESSING PAYROLLS

Preliminary payrolls are prepared on tabulating machines and sent to departments. Payrolls submitted by departments are pre-audited; the application of sick and vacation leave is supervised; Blue Cross, Union dues, and Credit Union deductions are balanced monthly and checked to the respective invoices; final payrolls and checks are prepared on tabulating machine equipment. Approximately 28,000 payrolls are processed per year.

Personal Services		Contractual	Supplies	Current	
No.	Amount	Services	Materials	Charges	Total
25	\$115,709 00	\$9,010 00	\$15,467 00	\$22,816 00	\$163,002 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: 2 Principal Accountants, 6 Principal Account Examiners, 2 Principal Clerks, and 2 Senior Account Clerks.

Tabulating Section: Supervisor of Statistical Machines, an Assistant, 4 Principal Statistical Machine Operators, and 7 Statistical Machine Operators. Overtime, \$3,000.00.

Contractual Services: Messenger services, \$450.00; repair and maintenance of 20 tabulating machines and Recordak equipment, \$8,450.00; binding records, \$110.00.

Supplies and Materials: Tabulating cards, stock paper, and stationery, \$13,947.00; 200 rolls Recordak film, \$1,520.00.

Current Charges and Obligations: Rental of office machines, \$22,816.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Accounting Services	17	\$102,676 00	\$1,395 00	\$700 00	\$803 00	\$229 00	\$105,803 00
2. Control of Budgetary Accounts	14	53,031 00	650 00	3,050 00	—	—	56,731 00
3. Pre-Audit and Processing of Invoices and Special Drafts	13	63,584 00	150 00	700 00	—	—	64,434 00
4. Pre-Audit and Processing Payrolls	25	115,709 00	9,010 00	15,467 00	22,816 00	—	163,002 00
TOTALS	69	\$335,000 00	\$11,205 00	\$19,917 00	\$23,619 00	\$229 00	\$389,970 00

ASSESSING DEPARTMENT

1-01-36

The Assessing Department is responsible for the assessment of real and personal property within the City of Boston, upon a fair cash value as provided in the General Laws. It is further obligated to assess poll taxes upon the male residents of the city over the age of twenty years, and to levy an excise tax upon motor vehicles. The department also has the duty of adding to the assessment rolls the amounts of special assessments for improvements determined by the Public Improvement Commission and other tax items.

The Board of Review of the department considers the applications of property owners for the abatement of assessments made.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$587,031 12	\$595,611 18	\$588,200 00	\$688,775 00	\$655,000 00	
—Contractual Services	24,867 24	44,694 49	62,390 00	75,813 00	45,733 00	
—Supplies & Materials	20,555 00	14,767 38	18,300 00	19,817 00	18,892 00	
—Current Charges & Oblig's	3,880 70	1,636 70	740 00	1,824 00	1,824 00	
—Equipment	211 65	1,136 00	700 00	4,435 00	4,435 00	
TOTALS	\$636,545 71	\$657,845 75	\$670,330 00	\$790,664 00	\$725,884 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$1,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities; provides financial and clerical services and furnishes information to the public. By revision of the ordinances of the City of Boston, Chapter 40A, effective December 1, 1956, the Assessing Department, for the first time in its history, is required to make certain cash payment charges to the general public for certification of various records affecting persons and property within the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$65,000 00	\$2,278 00	\$2,510 00	\$15 00	\$1,560 00	\$71,363 00

Personal Services: Assessor, Temporary Executive Director, Executive Secretary, Head Administrative Clerk, and 8 Clerical Employees.
Contractual Services: Repair and maintenance of office machines, \$162.00; travel to Convention of Assessing Officers, \$300.00; carfare, \$70.00; advertising notice to taxpayers, \$250.00; printing and binding, \$1,296.00; mimeographing service, \$200.00.
Supplies and Materials: Postage, \$1,600; forms, cards, and stationery, \$600.00; general operating expenses, \$310.00.
Current Charges and Obligations: Dues and subscriptions, \$15.00.
Equipment: Library books, \$60.00; office equipment, \$1,500.

2. ASSESSMENT OF REAL AND PERSONAL PROPERTY

Assesses 114,000 parcels of real property and 18,000 personal property items at a fair cash value as of January 1 of each year; prepares statistical data; conducts field examinations of all properties, makes 3,000 court examinations, and handles 9,000 applications for abatements; a new multiple year field record and master office record, parcel by parcel throughout the city, on both real and personal property, makes it necessary for field staff to submit to the Board of Assessors a more comprehensive and detailed report of differences in valuation and description of property over the previous year in order to perpetuate annual field information observed; maintains a permanent record showing changes in valuation, title changes, betterment assessments, unpaid water bills, alteration, repair, and new construction permits; 235,000 poll tax items are checked to eliminate all but eligible males; records of real estate titles are examined at the Registry of Deeds and lists of title changes are prepared; 1,800 maps are maintained, showing block and lot data.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
81	\$400,000 00	\$4,370 00	\$1,400 00	\$200 00	\$345 00	\$406,315 00

Personal Services: Performance under this program is divided among the following sections:
 Assessment Section: 5 Deputy Assessors, Head Clerk, and 35 Assistant Assessors (part time), 15 Assistant Assessors (full time).
 Real Property Section: Tax Title Supervisor and 14 Clerical Employees.
 Personal Property Section: Chief of Personal Property Tax Division, Clerical Employee.
 Registry Research Section: Title Examiner, Assessment Recorder, and 2 Clerical Employees.
 Engineering Section: Senior Appraisal Engineer, Assistant Civil Engineer, and 2 Senior Engineering Aids.
Contractual Services: Binding records, \$2,930 00; maps and plans, \$1,440.00.
Supplies and Materials: Forms, cards, and stationery, \$1,150.00; engineering supplies, \$250.00.
Current Charges and Obligations: Dues and subscriptions (Appraisers' Weekly), \$200.00.
Equipment: Library books, \$345.00.

Assessing Department — Continued

3. MOTOR VEHICLE TAX ASSESSMENT AND ADJUSTMENT

Prepares data for 225,000 bills to owners of motor vehicles for excise taxes from registration cards received from the Commonwealth; 20,000 abatement requests are processed annually. Due to the effort of the Board of Assessors to process abatements of motor vehicles originally assessed because of sale, or transfer, or other illegality, there is constant processing of these applications in this division so that adjustment in the original tax may be progressively in the hands of the persons assessed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$20,000 00	\$2,155 00	\$82 00	\$25 00	\$22,262 00

Personal Services: Motor Excise Tax Supervisor and 4 Clerical Employees.

Contractual Services: Printing motor vehicle cards, \$2,055.00; binding motor vehicle lists and valuations, \$100.00.

Supplies and Materials: Abatement certificates, \$82.00.

Current Charges and Obligations: Motor vehicle manuals, \$25.00.

4. REVIEW AND DETERMINATION OF ASSESSMENT APPEALS

The Board of Review acts on applications for abatement of assessments on real and personal property. Approximately 9,000 applications on real property and 4,000 applications on personal property are received annually. Approximately 9,500 applications for abatement because of exemption for 10 per cent disabled veterans, widows, aged, and indigent are processed annually. An accelerated program of analysis of applications for abatement before the Board of Review in the first instance or of subsequent appeals to the Appellate Tax Board makes necessary a daily conference between members of the Board of Review, assistant assessors in the field and deputy assessors, so that a collaborated opinion of fair valuation may be arrived at to justify abatements granted. General clerical services are performed for the Board of Review and record made of abatements allowed by the Board and by the Appellate Tax Board.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
16	\$80,000 00	\$20,840 00	\$900 00	\$101,740 00

Personal Services: Chairman and 1 Members of Board of Review, Supervisor of Files and Appeals, Chief Abatement Clerk, and 12 Clerical Employees.

Contractual Services: Servicing office equipment, \$15.00; professional appraisal services and expert testimony before Appellate Tax Board, \$20,000.00; binding, \$250.00; duplicating services, \$575.00.

Supplies and Materials: Forms, cards, and stationery, \$900.00.

5. PREPARATION OF TAX BILLS AND COLLECTOR'S COMMITMENTS

Computes and prepares 105,000 real estate tax bills with tabulating equipment and prints the tax roll; in addition, 18,000 personal property, 225,000 auto excise tax, 235,000 poll tax bills, and 55,000 abatement forms are prepared. Prepares 132,000 original field records on real and personal property; punched cards are corrected annually to make ownership and valuations current. Since the operation of the Equalization Survey in 1956, the tabulating division of the department is required to furnish abstracts, in whole or in part, of the real estate punched cards throughout the city together with necessary indices in order to facilitate the survey program.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
23	\$90,000 00	\$16,090 00	\$14,000 00	\$1,584 00	\$2,530 00	\$124,204 00

Personal Services: Chief of Tabulating Division, 21 Statistical Machine Operators, and an Office Appliance Maintenance Man. Overtime, \$5,000.00.

Contractual Services: Contract maintenance, \$9,920.00; freight, \$150.00; transportation, \$20.00; printing of poll-tax bills, \$6,000.00.

Supplies and Materials: Bill forms, cards and stationery, \$14,000.00.

Current Charges and Obligations: Rental of collator, \$1,500; rental of water cooler, \$84.00.

Equipment: Motors, \$2,530.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	12	\$65,000 00	\$2,278 00	\$2,510 00	\$15 00	\$1,560 00	\$71,363 00
2. Assessment of Real and Personal Property	81	400,000 00	4,370 00	1,400 00	200 00	345 00	406,315 00
3. Motor Vehicle Tax Assessment and Adjustment	5	20,000 00	2,155 00	82 00	25 00	—	22,262 00
4. Review and Determination of Assessment Appeals	16	80,000 00	20,825 00	900 00	—	—	101,740 00
5. Preparation of Tax Bills and Collector's Commitments	23	90,000 00	16,090 00	14,000 00	1,584 00	2,530 00	124,204 00
TOTALS	137	\$655,000 00	\$45,733 00	\$18,892 00	\$1,824 00	\$4,435 00	\$725,884 00

EQUALIZATION SURVEY

1-01-35

It is proposed to continue the equalization survey of all income-producing property in the city, except residential properties of four dwelling units or less.

The services of departmental personnel will be utilized, along with real estate appraisers and the technical director, carry out the program under the supervision of the Equalization Survey Committee.

The aim of the survey will be to establish relative equality in the assessment of all property falling within the income-producing classification.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Equalization Survey	\$35,473 18	\$111,712 06	\$160,000 00	\$150,000 00	\$150,000 00	

COLLECTING DIVISION, TREASURY DEPARTMENT

1-01-37

The Collecting Division of the Treasury Department is responsible for the maintenance of records of taxes, assessments, and claims due the city and for collection of the amounts due. The division has custody of other monies payable to the city or county, and maintains a public information service regarding the tax status of properties.

The amounts collected by the division total over \$185,000,000.00 annually. The Collecting Division also operates a Central Mailing Unit.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approve
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$203,032 24	\$211,917 27	\$213,000 00	\$239,434 00	\$213,398 00	
2—Contractual Services . . .	9,665 55	11,744 95	12,027 00	21,878 00	13,022 00	
3—Supplies & Materials . . .	47,060 69	39,914 98	38,166 00	47,761 00	47,235 00	
4—Current Charges & Oblig's	6,667 27	5,781 07	6,163 00	8,797 00	8,797 00	
5—Equipment	751 85	1,108 52	825 00	874 00	874 00	
TOTALS	\$267,177 60	\$270,466 79	\$270,181 00	\$318,744 00	\$283,326 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$154,170 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities, reconciles tellers' daily receipts with tabulating section reports, provides information service for the public on tax status of properties, operates the Central Mailing Unit, and provides general clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$29,873 00	\$342 00	\$380 00	\$3,225 00	\$40 00	\$33,860 00

Personal Services: Assistant Collector-Treasurer, Deputy Collector-Cashier, Head Administrative Clerk, and 3 Clerical Employees.

Contractual Services: Travel to convention of Municipal Finance Officers Association, \$300.00; servicing of calculator, \$42.00.

Supplies and Materials: Forms, cards, and stationery, \$380.00.

Current Charges and Obligations: Premiums on surety bonds, \$3,225.00.

Equipment: Annotated laws, \$40.00.

2. COLLECTION OF TAXES, ASSESSMENTS, AND OTHER CLAIMS

Prepares for mailing real estate, personal, poll, and excise tax bills, demands, and delinquent notices; posts payments to assessed accounts; receives and gives receipts for monies paid to or for the use of the city or county; computes refund due on abatements; prepares daily record of cash receipts on tabulating machine equipment; maintains control account; prepares reports of collections and requests for cancellation of automobile registration for nonpayment of excise taxes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$174,173 00	\$3,480 00	\$46,168 00	\$5,522 00	\$834 00	\$230,177 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Principal Accountant, Senior Accountant, and Principal Account Clerk.

Deputies Section: Supervising Deputy Collector and 12 Deputy Collectors.

Tellers Section: Head Teller and 6 Tellers.

Abatement Section: Abatement Supervisor.

Tabulating Section: Supervisor, Senior, and 5 Statistical Machine Operators.

Motor Vehicle Cancellation Section: 2 Clerical Employees.

Special Assessment Section: Accountant and Principal Account Clerk.

Central Mailing Unit Section: 1 Clerical Employee.

Temporary Employees Section: 7 Statistical Machine Operators for 10 weeks during annual tax rush, \$3,500.00; temporary help for collection of taxes, \$4,000.00.

Overtime Section: Auditing Project, \$3,800.00; during annual tax rush, \$1,200.00. Total, \$5,000.00.

Contractual Services: Maintenance of tabulators, sorters, interpreter and punch machines, \$2,560.00; travel expenses for deputies to ward and outside stations, \$250.00; binding manuscripts, cash books, etc., \$500.00; freight on rented tabulating machines, \$170.00.

Supplies and Materials: Bill forms, cards, and stationery, \$46,000.00; microfilm, etc., \$168.00.

Current Charges and Obligations: Subscriptions, \$140.00; premiums on surety bonds, \$1,350.00; rental of machines, \$4,032.00.

Equipment: City directories, \$741.00; numbering machine, \$40.00; office equipment, \$53.00.

3. ESTABLISHING TAX TITLES ON REAL ESTATE

Prepares city liens on properties for unpaid real estate taxes, prepares tax sale advertisements, and records titles in Registry of Deeds of properties acquired by the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
2	\$9,352 00	\$9,200 00	\$687 00	\$50 00	\$19,289 00

Personal Services: Tax Title Supervisor and 1 Clerical Employee.

Contractual Services: Advertising in *City Record* for tax title takings, \$5,000.00; charges for canceled printing, \$1,000.00; recording at Registry of Deeds, \$2,900.00; typing deeds, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$687.00.

Current Charges and Obligations: Premiums on surety bonds, \$50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	6	\$29,873 00	\$342 00	\$380 00	\$3,225 00	\$40 00	\$33,860 00
Collection of Taxes, Assessments and Other Claims	36	174,173 00	3,480 00	46,168 00	5,522 00	834 00	230,177 00
Establishing Tax Titles on Real Estate	2	9,352 00	9,200 00	687 00	50 00	—	19,289 00
TOTALS	44	\$213,398 00	\$13,022 00	\$47,235 00	\$8,797 00	\$874 00	\$283,326 00

TREASURY DIVISION, TREASURY DEPARTMENT

1-01-38

The Treasury Division has the responsibility for the care and custody of the current funds of the city and county and for all monies, properties, and securities placed in its charge by any statute, gift, devise, bequest, or deposit, and paid and audited bills and demands against the city.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$174,954 61	\$171,175 76	\$175,100 00	\$195,151 00	\$186,996 00	
2—Contractual Services . . .	18,638 18	19,701 27	19,275 00	20,939 00	20,899 00	
3—Supplies & Materials . . .	15,004 95	31,462 39	12,550 00	15,950 00	15,650 00	
4—Current Charges & Oblig's . . .	9,611 72	9,357 76	10,419 00	44,398 00	44,398 00	
5—Equipment	—	100 00	1,346 00	3,986 00	2,691 00	
TOTALS	\$218,209 46	\$231,797 18	\$218,690 00	\$280,424 00	\$270,634 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$100 00

C — PROGRAMS

1. ADMINISTRATIVE, ACCOUNTING, AND GENERAL SERVICES

General supervision and direction of activities; keeps detailed records of city and county debt accounts, including 205 trust funds totaling \$24,000,000.00 and 27 sinking funds; issues debt of the city; pays interest and redeems debt when due; prepares checks on discount drafts, signs and distributes checks on regular drafts, prepares and distributes checks on soldiers' relief and pension rolls.

Personal Services No.	Contractual Services Amount	Supplies Materials	Current Charges	Equipment	Total	
19	\$86,600 00	\$3,575 00	\$2,350 00	\$6,819 00	\$1,091 00	\$100,435 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Collector-Treasurer and First Assistant.
Bookkeeping Section: Principal Accountant, 2 Paymasters, and Clerk.
General Services Section: Head Clerk, and 12 Clerical Employees.

Contractual Services: Telegraph services to New York City, \$125.00; servicing of office equipment, \$50.00; expenses of delivery of temporary loan notes to New York City, \$900.00; cleaning office coats, \$325.00; freight charges, \$25.00; binding records, \$200.00; transporting deposits to bank, \$1,950.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00; wrapping paper and twine, \$50.00.

Current Charges and Obligations: Dues and subscriptions, \$44.00; safety deposit boxes, \$650.00; premiums on surety bonds, \$4,625.00; robbery and safe burglary policy, \$1,500.00.

Equipment: City directory, bond value tables, investors' service, advance sheets of supplement to General Laws, \$276.00; office equipment, \$815.00.

2. PAYMENT OF CITY AND COUNTY EMPLOYEES

Receives from City Auditor approximately 1,000,000 payroll checks annually for signature and distribution; 16,000 employees are paid weekly by check; issues checks to paymasters for cash payments to be made, makes payment in cash to 7,000 employees weekly at various locations throughout the city; reconciles payroll deductions with amounts paid to organizations concerned; reconciles 54 accounts of the city.

Personal Services No.	Contractual Services Amount	Supplies Materials	Current Charges	Equipment	Total	
13	\$66,000 00	\$17,124 00	\$8,000 00	\$2,054 00	\$1,600 00	\$94,778 00

Personal Services: Performance under this program is divided among the following sections:

Payroll Section: Principal Accountant, County Paymaster, Senior Accountant, 5 Paymaster-clerk, and a paymaster.
Account Reconciliation Section: Second Assistant Collector-Treasurer, Principal Account Clerk, and 2 Clerical Employees. Over \$1,000.00.

Contractual Services: Servicing of office equipment, \$150.00; transportation for paymasters, \$15,024.00; delivery of funds to paymasters, \$1,950.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,000.00.

Current Charges and Obligations: Robbery and burglary insurance, \$704.00; premiums on surety bonds, \$1,350.00.

Equipment: Check writer and lister, \$1,600.00.

3. PAYMENT OF OTHER CITY AND COUNTY OBLIGATIONS

Prepares checks and makes delivery over-the-counter for payment of special drafts, refunds and court executions; receives coupons from banks and issues checks in payment thereof; maintains interest accounts and prepares checks on registered bonds.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$16,047 00	\$150 00	\$4,800 00	\$250 00	\$21,247 00

Personal Services: Head Bond and Interest Teller, Paymaster, and Principal Account Clerk. Overtime, \$1,000.00.

Contractual Services: Servicing of office equipment, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,800.00.

Current Charges and Obligations: Premiums on surety bonds, \$250.00.

4. CONTROL OF TAX TITLE PROPERTIES

Establishes accounts for land advertised for sale for delinquent taxes, keeps record of foreclosed property, receives payments on tax title properties and sale of foreclosed parcels. Approximately 4,300 tax title and 3,000 foreclosed accounts are maintained and 4,800 payments posted annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$18,349 00	\$50 00	\$500 00	\$35,275 00	\$54,174 00

Personal Services: Chief of Tax Title Division, and 2 Tax Title Tellers, clerical employee.

Contractual Services: Servicing of office equipment, \$50.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$500.00.

Current Charges and Obligations: Premiums on surety bonds, \$275.00; Land Court fees for foreclosure of Tax Title Properties (Section 50B Chap. 60, Gen. Laws) \$35,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative, Accounting and General Services	19	\$86,600 00	\$3,575 00	\$2,350 00	\$6,819 00	\$1,091 00	\$100,435 00
Payment of City and County Employees	13	66,000 00	17,124 00	8,000 00	2,054 00	1,600 00	94,778 00
Payment of Other City and County Obligations	3	16,047 00	150 00	4,800 00	250 00	—	21,247 00
Control of Tax Title Properties	4	18,349 00	50 00	500 00	35,275 00	—	54,174 00
TOTALS	39	\$186,996 00	\$20,899 00	\$15,650 00	\$44,398 00	\$2,691 00	\$270,634 00

BOARD OF COMMISSIONERS OF SINKING FUNDS, TREASURY DEPARTMENT

1-01-39

The Board of Commissioners of Sinking Funds, consisting of six unpaid members, two of whom are appointed annually by the Mayor for a term of three years, is charged with the responsibility for the investment and reinvestment of funds deposited in sinking funds to provide for the redemption of city debt.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$2,199 96	\$2,199 96	\$2,200 00	\$2,200 00	\$2,200 00	
3—Supplies & Materials . .	328 00	180 00	400 00	400 00	400 00	
4—Current Charges & Oblig's	150 00	150 00	150 00	150 00	150 00	
TOTALS . . .	\$2,677 96	\$2,529 96	\$2,750 00	\$2,750 00	\$2,750 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. SUPERVISING INVESTMENT OF SINKING FUNDS

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
2	\$2,200 00	\$400 00	\$150 00	\$2,750 00

Personal Services: Collector-Treasurer, First Assistant Collector-Treasurer.

Supplies and Materials: Forms and stationery, \$400.00.

Current Charges and Obligations: Rent of safety deposit vault for securities, \$150.00.

ADMINISTRATIVE SERVICES DEPARTMENT

1-01-40

The Administrative Services Department represents a combination of the key management functions of budget, personnel, purchasing, and financial administration. It is under the charge of a board, called the Administrative Services Board, consisting of the Director of Administrative Services as chairman, Supervisor of Budgets, the Supervisor of Personnel, Purchasing Agent, and the Collector-Treasurer and City Auditor and Assessor of Taxes, ex officio. It is the duty of the Board to make, under the Mayor, studies and recommendations with respect to the organization, activities, policies, and procedures of all departments, boards, and officers so that the administration thereof shall be economical and efficient.

The department's activities are carried on by eight divisions, and a summary of the divisional appropriations is given below:

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Administrative Division	\$36,723 88	\$37,369 10	\$45,807 00	\$46,723 00	\$46,723 00	
Personnel Division	45,593 21	47,659 89	50,498 00	54,087 00	54,087 00	
Purchasing Division	135,000 31	139,957 38	142,805 00	155,732 00	154,482 00	
Budget Division	53,662 30	59,378 72	63,422 00	61,695 00	61,695 00	
Printing Section, Purchasing Division	855,413 14	795,997 88	707,553 00	754,566 00	705,105 00	
Office Supplies Account, Pur- chasing Division, Printing Section	12,842 60	13,233 28	14,000 00	15,000 00	15,000 00	
Commission	1,046 30	1,032 00	3,537 00	76,037 00	21,037 00	
Complaints Division	13,417 10	8,565 35	9,217 00	9,274 00	9,274 00	
TOTALS	\$1,153,698 84	\$1,103,193 60	\$1,036,839 00	\$1,173,114 00	\$1,067,403 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services	\$838,236 17	\$848,997 17	\$815,174 00	\$859,727 00	\$813,866 00	
Contractual Services	159,723 61	104,660 62	83,800 00	160,782 00	101,682 00	
Supplies and Materials	136,435 22	124,652 66	117,705 00	127,260 00	127,210 00	
Current Charges & Oblig's	4,608 35	7,495 84	5,055 00	7,892 00	7,892 00	
Equipment	1,852 89	4,154 03	1,105 00	2,453 00	1,753 00	
Capital Appropriations	12,842 60	13,233 28	14,000 00	15,000 00	15,000 00	
TOTALS	\$1,153,698 84	\$1,103,193 60	\$1,036,839 00	\$1,173,114 00	\$1,067,403 00	

In the pages that follow the detail applicable to each of the eight divisions of the department is presented.

ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-41

This division surveys and studies departmental activities and procedures and sets forth its findings and recommendations in reports and bulletins. The Director reviews all personnel proposals submitted by heads of departments, and decisions are final except when the Mayor orders otherwise in writing.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approval
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$32,749 92	\$36,687 52	\$43,469 00	\$44,348 00	\$44,348 00	
2—Contractual Services . .	3,643 03	388 30	1,000 00	1,000 00	1,000 00	
3—Supplies & Materials . .	217 43	224 78	1,250 00	1,250 00	1,250 00	
4—Current Charges & Oblig's	30 00	32 50	38 00	65 00	65 00	
5—Equipment	83 50	36 00	50 00	60 00	60 00	
TOTALS	\$36,723 88	\$37,369 10	\$45,807 00	\$46,723 00	\$46,723 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. SUPERVISION AND CONDUCT OF DEPARTMENTAL SURVEYS AND STUDIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$44,348 00	\$1,000 00	\$1,250 00	\$65 00	\$60 00	\$46,723 00

Personal Services: Director, Administrative Secretary, Head Administrative Clerk, Senior Administrative Analyst, Principal Clerk and Secretary and Senior Clerk.

Contractual Services: Travel expenses, U. S. Conference of Mayors and Municipal Finance Officers Association, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,250.00.

Current Charges and Obligations: Association dues, \$65.00.

Equipment: Library books, \$60.00.

PERSONNEL DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-42

This division administers the compensation plans established for city and county employees, maintains complete personnel records, and makes recommendations designed to improve and coordinate the handling of personnel matters.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$45,064 14	\$47,054 34	\$49,684 00	\$53,048 00	\$53,048 00	
-Contractual Services . .	202 25	246 60	350 00	450 00	450 00	
-Supplies & Materials . .	267 25	339 95	400 00	525 00	525 00	
-Current Charges & Oblig's	14 00	19 00	39 00	39 00	39 00	
-Equipment	45 57	—	25 00	25 00	25 00	
TOTALS	\$45,593 21	\$47,659 89	\$50,498 00	\$54,087 00	\$54,087 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. MAINTENANCE OF PERSONNEL RECORDS AND CONTROLS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$53,048 00	\$450 00	\$525 00	\$39 00	\$25 00	\$54,087 00

Personal Services: Supervisor of Personnel, Assistant Supervisor of Personnel, Principal Clerk and Secretary, 5 Principal Clerks, 2 Clerical Employees. Temporary Employees, \$1,000.00. Overtime, \$1,500.00.

Contractual Services: Travel expenses to convention, \$400.00; mimeographing service, \$50.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$525.00.

Current Charges and Obligations: Dues and subscriptions, \$39.00.

Equipment: Library books, \$25.00.

PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-43

It is the function of the Purchasing Division to furnish materials, supplies, and equipment to the various city departments upon receipt of requisitions from departments. Approximately 20,000 requisitions are received each year which when processed, involve the issuance of 30,000 purchase orders and the disbursement of some \$10,000,000.00.

The division also supplies the printing and binding requirements of city departments and in the course of a year will process 5,000 requisitions of this type.

It is the responsibility of the Purchasing Division to make certain that the materials, supplies, and equipment ordered are delivered in accordance with specifications. The repair and servicing of office equipment and the refinishing of office furniture is also performed by this department.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$122,646 17	\$127,109 49	\$130,700 00	\$135,014 00	\$135,014 00	
2—Contractual Services . .	5,913 22	5,315 21	5,200 00	7,100 00	5,900 00	
3—Supplies & Materials . .	5,235 89	6,397 06	5,500 00	5,550 00	5,500 00	
4—Current Charges & Oblig's	976 00	977 00	975 00	7,500 00	7,500 00	
5—Equipment	229 03	158 62	430 00	568 00	568 00	
TOTALS	\$135,000 31	\$139,957 38	\$142,805 00	\$155,732 00	\$154,482 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and is responsible for computing requisitions after processing by the buying units and for the typing and mailing of purchase orders, requests for quotations, cancellations, standard invoices, and other documents. Statistics are compiled and departmental files are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$42,764 00	\$1,400 00	\$2,000 00	\$875 00	\$80 00	\$47,119 00

Personal Services: Purchasing Agent, Assistant Purchasing Agent, Principal Clerk and Secretary, and 6 Clerical Employees.

Contractual Services: Convention travel, \$400.00; advertising and posting, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Dues and subscriptions, \$875.00.

Equipment: Library books, \$80.00.

2. PROCUREMENT OF SUPPLIES, MATERIALS, AND EQUIPMENT

Responsible for buying the commodities requisitioned by means of public advertising for sealed bids, informal written quotations, and telephone inquiries; and for the preparation of all public advertisements and proposals; the receipt and opening of sealed bids and the drafting of contracts entered into by the city with vendors; also is responsible for the inspection of commodities purchased, both at vendor's place of business and at the city delivery point. The services of the United States Department of Agriculture, Inspection Division, are utilized in the inspection of fresh fruit and vegetables, meats, poultry, and eggs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
17	\$83,715 00	\$3,500 00	\$3,000 00	\$6,625 00	\$358 00	\$97,198 00

Personal Services: 2 Senior Buyers, 7 Buyers, 4 Assistant Buyers, Senior Legal Assistant, 3 Clerical Employees.

Contractual Services: Servicing of office equipment, \$100.00; use of Department of Agriculture car for inspection of meats, fruits, and vegetables, \$400.00; mimeographing and duplicating services, \$1,000.00; testing supplies, including coal, oil, tea, coffee, etc., \$2,000.00.

Supplies and Materials: Postage, forms, stationery, \$3,000.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$100.00; rental of I.B.M. machines, \$6,525.00.

Equipment: Library books, \$20.00; office furniture \$338.00.

3. REPAIR AND SERVICING OF OFFICE EQUIPMENT AND SURPLUS PROPERTY

Provides servicing and repairs of office equipment and the refinishing of office furniture for all city and county departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$8,535 00	\$1,000 00	\$500 00	\$130 00	\$10,165 00

Personal Services: 2 Typewriter Technicians and Inspectors.

Contractual Services: Services for refinishing surplus property, \$1,000.00.

Supplies and Materials: Repair parts for typewriters, \$500.00.

Equipment: Library books, \$130.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	9	\$42,764 00	\$1,400 00	\$2,000 00	\$875 00	\$80 00	\$47,119 00
Procurement of Supplies, Materials and Equipment	17	83,715 00	3,500 00	3,000 00	6,625 00	358 00	97,198 00
Repair and Servicing of Office Equipment and Surplus Property	2	8,535 00	1,000 00	500 00	—	130 00	10,165 00
TOTALS	28	\$135,014 00	\$5,900 00	\$5,500 00	\$7,500 00	\$568 00	\$154,482 00

BUDGET DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-44

This division is responsible for the preparation of the annual and all supplementary budgets as well as all subsequent revisions of the items in any budget. Contacts are maintained through field visits to all departments. Organization methods studies are made and assistance given the departments in the installation of improved procedures.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$52,562 83	\$58,052 92	\$61,522 00	\$59,285 00	\$59,285 00	
—Contractual Services	420 30	524 60	900 00	1,300 00	1,300 00	
—Supplies & Materials	607 17	791 20	1,000 00	1,100 00	1,100 00	
—Current Charges & Oblig's	—	10 00	—	10 00	10 00	
—Equipment	72 00	—	—	—	—	
TOTALS	\$53,662 30	\$59,378 72	\$63,422 00	\$61,695 00	\$61,695 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. REVIEW AND ANALYSIS OF BUDGETARY NEEDS AND REQUIREMENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
10	\$59,285 00	\$1,300 00	\$1,100 00	\$10 00	\$61,695 00

Personal Services: Supervisor of Budgets, Principal Budget Analyst, 4 Senior Budget Analysts, 2 Budget Analysts, Accountant, and Principal Clerk and Stenographer. Overtime, \$2,000.00.

Contractual Services: Carfares and mileage for Budget Analysts for visiting various departments, \$420.00; attendance at Municipal Finance Officers Association Convention, \$880.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,100.00.

Current Charges: Dues and subscription, \$10.00.

PRINTING SECTION, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-45

The Printing Plant, which is a section of the Purchasing Division, supplies all printing, binding, stationery, and office supplies used by city departments. It occupies its own building, containing approximately 45,000 square feet of floor space. The Purchasing Agent is in charge of plant operations and is responsible for the standardization of all printing and binding.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$571,274 26	\$570,997 20	\$520,150 00	\$558,361 00	\$512,500 00	
2—Contractual Services . . .	149,544 81	98,185 91	73,850 00	75,897 00	72,997 00	
3—Supplies & Materials . . .	129,582 93	116,398 02	108,950 00	118,230 00	118,230 00	
4—Current Charges & Oblig's	3,588 35	6,457 34	4,003 00	278 00	278 00	
5—Equipment	1,422 79	3,959 41	600 00	1,800 00	1,100 00	
TOTALS	\$855,413 14	\$795,997 88	\$707,553 00	\$754,566 00	\$705,105 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$740,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Provides administrative supervision and general financial and clerical services; prepares payrolls; prepares estimates on job costs; maintains a central supply of office supplies for use throughout the city; provides for the maintenance and preservation of plant property.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
12	\$50,000 00	\$10,222 00	\$7,940 00	\$200 00	\$68,362 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Administrative Assistant, Printing; General Foreman of Printing Production.

General Services Section: Head Clerk, 5 Clerical Employees, Clerk and Messenger.

Building Maintenance Unit: 3 Laborers.

Contractual Services: Telephone service, \$2,100.00; electricity, \$1,000.00; fireroom repairs, boilers, oil burners, and vacuum pumps, \$800.00; plumbing repairs, \$100.00; elevator repairs, \$250.00; servicing of office equipment, \$25.00; carfares, \$10.00; cleaning service, \$330.00; elevator inspection, \$132.00; freight charges, \$75.00; electrical repairs, \$400.00; miscellaneous repairs, \$200.00; repairs to building, \$4,800.00.

Supplies and Materials: Fuel oil, \$7,000.00; custodial supplies, \$300.00; postage, forms, cards, and stationery, \$400.00; miscellaneous supplies and materials, \$220.00; first aid supplies, \$20.00.

Equipment: Library books, \$100.00; office equipment, \$100.00.

2. PREPARATION OF TYPE AND PLATES

Sets type by machine, using both monotype and linotype machines. Material which cannot be set by machine is prepared by hand composition. The proofreading unit marks copy for editorial changes, and marks typographical errors on proofs. The section operates sixteen monotype keyboards, ten monotype casting machines, six linotype machines, and other related equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
43	\$221,250 00	\$3,000 00	\$600 00	\$125 00	\$350 00	\$225,325 00

Personal Services: Performance under this program is divided among the following sections:

Book Composing Unit: Working Foreman, Printing Section; Head Stoneman, 7 Compositors, Compositor Stoneman.

Job Composing Unit: Working Foreman, Printing Section; Head Stoneman, Head Linotype Operator, 7 Compositors, 2 Linotype Operators, 2 Compositor Apprentices.

Casting Room: Head Monotype Caster Operator, 2 Monotype Caster Operators.

Monotype Keyboard Unit: Foreman Monotype Typesetting Department, 5 Monotype Keyboard Operators.

Proofreading Unit: Head Proofreader, 5 Proofreaders, 4 Copyholders.

Temporary Employees, \$1,000. Overtime \$250.00.

Contractual Services: Gas and electricity, \$2,800.00; minor repairs, \$200.00.

Supplies and Materials: Repair parts for equipment, \$600.00.

Current Charges and Obligations: Matrix rentals, \$125.00.

Equipment: Emergency replacements of equipment, \$350.00.

3. PRODUCTION OF PRINTED MATTER

Responsible for operating the presses, binding, and completing all print jobs. The section operates 21 presses, 2 cutters, 2 folding machines, punching machine, drill press, and round corner machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
23	\$117,750 00	\$4,625 00	\$1,500 00	\$150 00	\$350 00	\$124,375 00

Personal Services: Performance under this program is divided among the following sections:

Cylinder Pressroom: Foreman Pressroom, Head Cylinder Pressman, 7 Cylinder Pressmen, 3 Cylinder Pressfeeders.

Job Pressroom: Head Job Pressman, 4 Job Pressmen, Multilith Press Operator.

Bindery: 2 Sheet Stockman, Bookbinder, 2 Bookbinders and Cutters.

Temporary Employees, \$500.00, Overtime, \$250.00.

Contractual Services: Gas and Electricity, \$1,700.00; minor repairs, \$225.00; repairs and servicing of equipment, \$2,700.00.

Supplies and Materials: Repair parts for equipment, \$100.00; tools and instruments, \$200.00; general operating supplies, \$1,200.00.

Current Charges: Rentals of equipment, \$150.00.

Equipment: Emergency replacements of equipment, \$350.00.

4. PROCUREMENT OF MATERIALS AND SERVICES INVOLVED IN PRODUCTION

Requisitions and distributes printing materials and services necessary for the completion of work; assigns jobs for processing, and checks progress of production. Responsible for supervision of activities necessary for shipping and delivery of printing and office supplies to the city and county departments; maintains stockroom and perpetual stock inventory records for printing papers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$33,000 00	\$51,100 00	\$97,790 00	\$3 00	\$181,893 00

Personal Services: Performance under this program is divided among the following sections:

Job Processing: Printing Production Analyst, Assistant Printing Production Analyst, Clerk and Typist.

Storeroom: Sheet Stockman, Shipper and Sheet Stockman.

Shipping and Delivery: Cylinder Pressfeeder, Motor Equipment Operator and Laborer.

Contractual Services: Outside services to complete manufacture; ruling, \$6,000.00; binding, \$33,100.00; electros, cuts, and engravings, \$2,000.00;

servicing of equipment, \$100.00; outside composition, \$1,000.00; relief printing, \$1,000.00; diestamping, \$2,000.00; other outside printing, \$4,500.00; silk screen process, \$400.00; electricity, \$1,000.00.

Supplies and Materials: Paper stock and envelopes, \$71,515.00; printing inks, \$700.00; postage stock, \$25,000.00; gasoline and oil for delivery truck, \$175.00; general operating supplies, \$400.00.

Current Charges: Registration of truck, \$3.00.

5. ADDRESSOGRAPH SECTION

Maintains library of 500,000 Addressograph plates for residents of Boston over 20 years of age. Operates fifteen machines necessary for the production of the Annual List of Residents, the Voting List, and the Police List; and the preparation of tax bills and corresponding lists for collections.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
17	\$90,500 00	\$4,050 00	\$10,400 00	\$200 00	\$105,150 00

Personal Services: Supervisor Addressograph Section, 2 Working Foremen, Printing Section; 4 Compositors, 3 Monotype Keyboard Operators,

6 Compositor Apprentices, Monotype Caster Operator.

Temporary Employees, \$500.00.

Contractual Services: Gas and electricity, \$2,000.00; repairs and servicing of equipment, \$2,050.00.

Supplies and Materials: Repair parts for equipment, \$400.00; general operating expenses, \$10,000.00.

Equipment: Emergency replacements of equipment, \$200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	12	\$50,000 00	\$10,222 00	\$7,940 00	—	\$200 00	\$68,362 00
Preparation of Type and Plates	43	221,250 00	3,000 00	600 00	\$125 00	350 00	225,325 00
Production of Printed Matter	23	117,750 00	4,625 00	1,500 00	150 00	350 00	124,375 00
Procurement of Materials and Services Involved in Production	7	33,000 00	51,100 00	97,790 00	3 00	—	181,893 00
Addressograph Section	17	90,500 00	4,050 00	10,400 00	—	200 00	105,150 00
TOTALS	102	512,500 00	\$72,997 00	\$118,230 00	\$278 00	\$1,100 00	\$705,105 00

OFFICE SUPPLIES ACCOUNT, PURCHASING DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-46

City departments make use collectively of many standard items of office supplies. If purchased from outside suppliers as individual departmental requisitions are submitted, the city will pay maximum prices. If, however, the total of annual purchases by all departments is calculated and included in a proposal for competitive bids, substantial savings will be secured. This appropriation will permit the Purchasing Agent to secure, after public advertising, a year's supply of various items of office supplies and store them in the Printing Section for issuance as individual departmental requisitions are received.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations: Office Supplies Account, Purchasing Division, Administrative Services Department	\$12,842 60	\$13,233 28	\$14,000 00	\$15,000 00	\$15,000 00	
Estimated departmental revenues for 1959					\$14,000	

ART COMMISSION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-47

The Art Commission has custody and care of all works of art owned by the city. No work of art can be accepted by the city or erected or placed in any public area without the approval of the Commission. The Commission is also responsible for the upkeep of monuments in public squares and the care of existing paintings owned by the city.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	\$1,032 00	
2—Contractual Services . . .	—	—	2,500 00	75,000 00	20,000 00	
3—Supplies & Materials . . .	14 30	—	5 00	5 00	5 00	
TOTALS . . .	\$1,046 30	\$1,032 00	\$3,537 00	\$76,037 00	\$21,037 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. CUSTODY AND CARE OF WORKS OF ART

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
1	\$1,032 00	\$20,000 00	\$5 00	\$21,037 00

Personal Services: Clerk.

Contractual Services: For the purpose of cleaning and repair of markers and monuments during the year, \$20,000.00.

Supplies and Materials: Postage and office supplies, \$5.00.

COMPLAINTS DIVISION, ADMINISTRATIVE SERVICES DEPARTMENT

1-01-48

The Complaints Division investigates and follows up all complaints received from citizens and taxpayers. When action has been taken by the department or agency involved, notice is sent to the complainant. Approximately 50 complaints are processed daily.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$12,906 85	\$8,063 70	\$8,617 00	\$8,639 00	\$8,639 00	
—Contractual Services . .	—	—	—	35 00	35 00	
—Supplies & Materials . .	510 25	501 65	600 00	600 00	600 00	
—Equipment	—	—	—	—	—	
TOTALS	\$13,417 10	\$8,565 35	\$9,217 00	\$9,274 00	\$9,274 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. PROCESSING OF COMPLAINTS

Personal Services		Contractual Services	Supplies Materials	Total
No.	Amount			
2	\$8,639 00	\$35 00	\$600 00	\$9,274 00

Personal Services: Head Clerk and Senior Clerk.
Contractual Services: Repairs to typewriter, \$35.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

LAW DEPARTMENT

1-01-51

The Law Department has general charge of the legal work of the city, represents the City of Boston and County of Suffolk and their employees in all litigation to which it is a party, prosecutes certain criminal proceedings, does the conveyancing work for the various municipal departments, performs the legal work incidental to tax foreclosures, prepares and approves all municipal contracts and bonds, furnishes legal opinions to the Mayor and the City Council and to the various department heads and city and county officials, including the School Committee, on matters relating to the discharge of their official duties, prepares petitions for and drafts legislation in which the city has an interest, and appears and represents the city before the various committees of Legislature, before other boards, commissions, and administrative agencies including the Interstate Commerce Commission, Civil Aeronautics Board, and other federal agencies, the Appellate Tax Board, Industrial Accident Board, and the Department of Public Utilities.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$332,002 68	\$330,236 25	\$337,740 00	\$360,328 00	\$320,241 00	
2—Contractual Services . . .	66,150 11	53,080 49	44,424 00	66,334 00	49,324 00	
3—Supplies & Materials . . .	4,912 49	3,561 53	4,450 00	4,268 00	4,268 00	
4—Current Charges & Oblig's . . .	1,477 25	1,586 53	1,645 00	1,588 00	1,588 00	
5—Equipment	837 97	2,185 22	1,545 00	1,845 00	1,645 00	
TOTALS	\$405,380 50	\$390,650 02	\$389,804 00	\$434,363 00	\$377,066 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

The Corporation Counsel is in charge of the department, and has general supervision and direction of departmental activities.

The General Services Division under his direction provides the clerical and stenographic services for the department, prepares the budget estimates and maintains appropriation and expenditure records, processes and distributes supplies and equipment, prepares all bills for payment, and handles cash in connection with payment of witness fees and travel expenditures of employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$88,641 00	\$5,924 00	\$1,270 00	\$913 00	\$1,215 00	\$97,963 00

Personal Services: Corporation Counsel, Head Administrative Clerk, Head Clerk, 2 Assistant Head Clerks, and 13 Clerical Employees. Temporary Employee, \$241.00.

Contractual Services: Telephone service, \$5,700.00; towel service, \$174.00; servicing of office equipment, \$50.00.

Supplies and Materials: Household supplies, \$68.00; postage, forms, cards, and stationery, \$1,020.00.

Current Charges and Obligations: Dues and subscriptions, \$780.00; premium on surety bond, \$20.00; rental of water cooler and Western Union clock, \$113.00.

Equipment: Library books, \$1,000.00; typewriter, \$215.00.

2. COUNSELING AND MISCELLANEOUS LITIGATION DIVISION

This division handles legislation, conveyancing, contracts and opinion services of the department. It also furnishes the personnel engaged in special litigation.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$67,200 00	\$2,475 00	\$287 00	\$69,962 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

Conveyancing Section: Assistant Corporation Counsel, and Title Examiner.

Opinion Section: Chief Legal Assistant.

Contract Section: 2 Assistant Corporation Counsel.

Legislative Section: Assistant Corporation Counsel.

Special Litigation Section: 4 Assistant Corporation Counsel.

Contractual Services: Travel expenses, \$300.00; employment of court stenographers, \$175.00; printing and binding, \$2,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$287.00.

3. GENERAL TRIAL DIVISION

The General Trial Division is charged with the investigation, preparation, trial, and settlement of all matters in the Courts of the Commonwealth, and before the Appellate Tax Board, other than the cases handled by the Counseling and Miscellaneous Litigation Division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$91,200 00	\$19,025 00	\$1,077 00	\$675 00	\$215 00	\$112,192 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Litigation Section: 4 Assistant Corporation Counsel, and Principal Law Clerk.

Appellate Tax Section: 4 Assistant Corporation Counsel.

Investigating Section: Chief Claims Investigator, 3 Claim Investigators, and 2 Constables.

Contractual Services: Transportation and payment of witness fees, \$3,100.00; photography, \$5,000.00; appraisal services, \$2,000.00; medical services, \$8,500.00; public stenographers, \$425.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,077.00.

Current Charges and Obligations: Dues and subscriptions, \$675.00.

Equipment: Office furniture, \$215.00.

4. COLLECTION DIVISION

This division is charged with the collection of taxes, debts and claims owed to the city by others, and handles such matters as tax title foreclosure proceedings, the enforcement of old age assistance and similar lines, actions of contract to recover bills for hospital and other services rendered by the city, actions of tort for damages to municipal property (generally done by motor vehicles), petitions against the Commonwealth and other municipalities for reimbursement for welfare aid to recipients not having a Boston settlement, proceedings against bankruptcy trustees, assignees for the benefit of creditors and the like, and proceedings against estates liable for abatements to decedent during his or her lifetime.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
16	\$73,200 00	\$21,900 00	\$1,634 00	\$215 00	\$96,949 00

Personal Services: In charge of Division: Assistant Corporation Counsel.

Performance under this program is divided among the following sections:

General Collection Section: 5 Assistant Corporation Counsel.

Tax Title Section: Assistant Corporation Counsel, Senior Legal Assistant, 5 Legal Assistants, 2 Senior Law Clerks and Investigator, and Clerk.

Contractual Services: Advertising, \$300.00; court reporters, \$1,600.00; recording fees, writs, service of processes and witness fees, \$20,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,634.00.

Equipment: Typewriter, \$215.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	18	\$88,641 00	\$5,924 00	\$1,270 00	\$913 00	\$1,215 00	\$97,963 00
Counseling and Miscellaneous Litigation Division	11	67,200 00	2,475 00	287 00	—	—	69,962 00
General Trial Division	16	91,200 00	19,025 00	1,077 00	675 00	215 00	112,192 00
Collection Division	16	73,200 00	21,900 00	1,634 00	—	215 00	96,949 00
TOTALS	61	\$320,241 00	\$49,324 00	\$4,268 00	\$1,588 00	\$1,645 00	\$377,066 00

CITY CLERK DEPARTMENT

1-01-61

The City Clerk is elected by the City Council for the term of three years and has the care and custody of all records, documents, maps, plans, and papers of the city for which no other department is responsible. He attends all meetings of the City Council and maintains records of such meetings.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$76,639 96	\$78,820 80	\$81,662 00	\$81,645 00	\$81,645 00	
2—Contractual Services . . .	4,017 78	3,722 71	5,440 00	3,365 00	3,365 00	
3—Supplies & Materials . . .	5,395 17	6,354 43	6,125 00	2,555 00	2,555 00	
4—Current Charges & Oblig's . . .	167 50	167 50	180 00	180 00	180 00	
5—Equipment	167 50	162 50	180 00	1,055 00	1,055 00	
TOTALS	\$86,387 91	\$89,227 94	\$93,587 00	\$88,800 00	\$88,800 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$78,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical and stenographic services, and prepares the official records of the city, containing all messages of the Mayor and orders, resolutions, and votes passed or adopted by the City Council. Claims for damages due to defects in the streets and damage to property incurred by employees of the instrumentalities of the city are processed, subcontractors' liens recorded, and venires of jurors drawn by the City Council prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$25,600 00	\$2,515 00	\$400 00	\$160 00	\$180 00	\$28,855 00

Personal Services: City Clerk, Assistant City Clerk, 1 Principal Clerk, 1 Principal Clerk and Secretary.

Contractual Services: Attendance at conventions, \$390.00; advertising of elections, ordinances, and public hearings, \$2,000.00; binding, \$100.00; servicing equipment, \$25.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$400.00.

Current Charges and Obligations: Rental of a mail box, \$10.00; subscriptions, \$103.00; premium on surety bonds, \$35.00; for commission on notary public, \$12.00.

Equipment: Library books, \$180.00.

2. RECORDING, FILING OF LEGAL DOCUMENTS, AND ISSUANCE OF LICENSES

Responsible for the receiving, filing, or recording annually of approximately 26,000 documents, including personal property mortgages, business name certificates, married women's business certificates, assignments of wages, and other related documents or papers required by statute to be filed or recorded. This involves the receipt of the proper recording or filing fees, card indexing the documents, preparation of the documents for recording by the photographic and microphotographing process, and the subsequent preparation of the record books and indices for binding.

Sunday bowling licenses, commercial and family use shellfish permits, newsboys and bootblack licenses, and various other licenses are issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$56,045 00	\$850 00	\$2,155 00	\$20 00	\$875 00	\$59,945 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, and 10 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; printing, binding, and ruling of records of mortgages, \$725.00; cleaning, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,275.00; photographic paper, chemicals, and lamps, \$880.00.

Current Charges and Obligations: Premium on surety bonds, \$20.00.

Equipment: Filing cases, \$875.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	4	\$25,600 00	\$2,515 00	\$400 00	\$160 00	\$180 00	\$28,855 00
2. Recording, Filing of Legal Documents, and Issuance of Licenses	13	56,045 00	850 00	2,155 00	20 00	875 00	59,945 00
TOTALS	17	\$81,645 00	\$3,365 00	\$2,555 00	\$180 00	\$1,055 00	\$88,800 00

CITY DOCUMENTS

1-01-62

The cost of printing and binding the annual reports of city departments, and other publications ordered printed by City Council or Mayor, is provided for by this appropriation.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Contractual Services . . .	\$39,963 21	\$53,931 90	\$41,000 00	\$45,000 00	\$45,000 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C—PROGRAM

1. PRINTING AND BINDING OF CITY DOCUMENTS

Contractual Services: Printing and binding of City Documents, \$45,000.00.

PLANNING

1-01-70

The planning activities of the city are carried on by the City Planning Board and the Board of Zoning Adjustment. The department's activities are carried on by two divisions, and a summary of the divisional appropriations is given below:

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
City Planning Board . . .	\$92,758 65	\$144,858 44	\$196,772 00	\$286,590 00	\$234,000 00	
Board of Zoning Adjustment .	1,834 27	2,255 94	1,960 00	2,000 00	2,000 00	
Zoning Study	1,949 58	—	—	—	—	
TOTALS	\$96,542 50	\$147,114 38	\$198,732 00	\$288,590 00	\$236,000 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$88,612 43	\$131,347 46	\$176,572 00	\$237,129 00	\$210,460 00	
Contractual Services . . .	5,780 06	12,745 97	14,475 00	37,551 00	18,020 00	
Supplies & Materials . . .	1,337 23	1,584 18	1,700 00	4,725 00	2,760 00	
Current Charges & Oblig's	636 23	827 10	1,055 00	960 00	960 00	
Equipment	176 55	609 67	4,930 00	8,225 00	3,800 00	
TOTALS	\$96,542 50	\$147,114 38	\$198,732 00	\$288,590 00	\$236,000 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

CITY PLANNING BOARD

1-01-71

The City Planning Board has the responsibility of planning for the growth and improvement of the City of Boston. To accomplish this function the Board develops data respecting the resources, possibilities, and needs of the city, and maintains a master plan for land use and improvements. The Board advises city departments regarding the planning of capital projects, and annually prepares a six-year program for capital improvements.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$87,552 43	\$130,287 46	\$176,112 00	\$236,669 00	\$210,000 00	
2—Contractual Services . . .	3,454 49	11,732 38	13,225 00	36,311 00	16,780 00	
3—Supplies & Materials . . .	1,007 00	1,401 83	1,450 00	4,425 00	2,460 00	
4—Current Charges & Oblig's . . .	636 23	827 10	1,055 00	960 00	960 00	
5—Equipment	108 50	609 67	4,930 00	8,225 00	3,800 00	
TOTALS	\$92,758 65	\$144,858 44	\$196,772 00	\$286,590 00	\$234,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General direction and control of the department. Provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$47,554 00	\$5,190 00	\$910 00	\$655 00	\$1,410 00	\$55,719 00

Personal Services: Planning Administrator, Director of Planning, Junior Planner, Head Clerk, and 4 Clerical Employees.

Contractual Services: Telephone service and messenger service, \$50.00; servicing of office equipment, \$40.00; convention travel, \$400.00; binding, \$200.00; public relations counsel, \$4,500.00.

Supplies and Materials: Household supplies and materials, \$10.00; postage forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Dues and subscriptions, \$655.00.

Equipment: Office furniture, \$1,300.00; library books, \$110.00.

2. PREPARATION AND DEVELOPMENT OF PLANS AND PROGRAMS

Develops the master plan, prepares six-year capital improvements program, prepares reports on capital improvements referred to the department, initiates necessary legislation, prepares city maps, and participates in exhibit work at meetings with civic groups. Prepares proposed plan for the central area of the city, including land-use density proposals for residence, commerce, and industry, plans for civic center, off-street parking, etc.; works with the Rezoning Study to determine rezoning districts in the central area; and prepares similar plans for outlying neighborhood areas.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$162,446 00	\$11,590 00	\$1,550 00	\$305 00	\$2,390 00	\$178,281 00

Personal Services: 3 Chief Planners, Chief Planning Analyst, 5 Principal Planners, 8 Senior Planners, Planning Designer, 8 Junior Planners, Junior Planning Analyst, Planning Illustrator, 7 Planning Assistants.

Contractual Services: Servicing of office equipment, \$60.00; transportation of persons, \$100.00; blueprinting, \$1,000.00; professional service, \$4,230.00; printing and binding, \$5,800.00; correction of atlases, \$400.00.

Supplies and Materials: Household supplies and materials, \$50.00; forms, cards, and stationery, \$500.00; miscellaneous supplies, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$305.00.

Equipment: Office Furniture, \$1,200.00; drafting equipment, \$900.00; 600-watt convertor, \$100.00; technical publications, \$190.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	8	\$47,554 00	\$5,190 00	\$910 00	\$655 00	\$1,410 00	\$55,719 00
2. Preparation and Development of Plans and Progress	35	162,446 00	11,590 00	1,550 00	305 00	2,390 00	178,281 00
TOTALS	43	\$210,000 00	\$16,780 00	\$2,460 00	\$960 00	\$3,800 00	\$234,000 00

BOARD OF ZONING ADJUSTMENT, CITY PLANNING BOARD

1-01-72

The Board of Zoning Adjustment is authorized to establish and change zone boundaries and to review decisions of the Board of Appeals granting height variances.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$1,060 00	\$1,060 00	\$460 00	\$460 00	\$460 00	
Contractual Services . .	680 49	1,013 59	1,250 00	1,240 00	1,240 00	
Supplies & Materials . .	93 78	182 35	250 00	300 00	300 00	
TOTALS . . .	\$1,834 27	\$2,255 94	\$1,960 00	\$2,000 00	\$2,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$280 00

C — PROGRAM

1. DETERMINATION OF PETITIONS FOR ADJUSTMENT OF ZONE BOUNDARIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
2	\$460 00	\$1,240 00	\$300 00	\$2,000 00

Personal Services: Head Clerk, Principal Clerk and Stenographer.

Contractual Services: Messenger service, \$200.00; travel expenses in connection with petitions for zoning changes, \$50.00; advertising public hearing, \$250.00; blueprints of areas involved in zoning petitions, \$100.00; reporting of public hearings, \$640.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$300.00.

REAL PROPERTY DEPARTMENT

1-01-80

The Real Property Department has general responsibility for the care and disposal of property acquired for tax and surplus real estate belonging to the City of Boston, and for the operation and maintenance of municipal and court buildings not assigned to a specific department.

The department's activities are carried on by three divisions and a summary of the divisional appropriations is given below:

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Property Division . . .	\$181,547 57	\$236,480 56	\$210,150 00	\$268,385 00	\$216,180 00	
Bldgs. Div. (City Buildings) .	1,052,646 21	1,131,427 25	1,053,980 00	1,315,962 00	1,120,375 00	
Market Division . . .	32,132 87	33,438 21	34,870 00	34,969 00	34,969 00	
TOTALS . . .	\$1,266,326 65	\$1,401,346 02	\$1,299,000 00	\$1,619,316 00	\$1,371,524 00	

The above tabulation does not include the appropriation of \$193,900.00 for the operation of the county building contained in the County Section, which will be administered by the Buildings Division.

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$742,047 35	\$713,283 84	\$773,554 00	\$777,155 00	\$742,033 00	
2—Contractual Services . .	351,329 62	418,753 01	296,226 00	514,941 00	358,996 00	
3—Supplies & Materials . .	68,526 40	83,388 50	48,305 00	66,355 00	60,705 00	
4—Current Charges & Oblig's	64,527 85	74,573 25	69,125 00	71,875 00	70,600 00	
5—Equipment	779 31	198 01	1,790 00	4,990 00	4,190 00	
7—Structures & Improvements	39,116 12	111,149 41	110,000 00	184,000 00	135,000 00	
TOTALS . . .	\$1,266,326 65	\$1,401,346 02	\$1,299,000 00	\$1,619,316 00	\$1,371,524 00	

In the pages that follow the detail applicable to each of the three divisions of the department is presented.

PROPERTY DIVISION, REAL PROPERTY DEPARTMENT

1-01-00

The Property Division has the responsibility for the care and disposal of all real estate belonging to the city which is not held by other departments for specific municipal purposes. It also has the duty of providing off-street parking where necessary and advisable. It administers leases on a long-term basis for three downtown sites on which parking garages have been erected, and administers lease on a short-term basis for three downtown sites on which parking garages have also been erected. A seventh garage is being erected, plans completed for two additional garages and open-air parking area; and leases one parking lot on an annual basis. Nine suburban parking lots are operated, in which meters have been installed for the collection of fees.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$72,082 62	\$80,483 60	\$73,600 00	\$76,335 00	\$73,980 00	
—Contractual Services . . .	78,294 09	97,912 59	79,800 00	88,150 00	82,000 00	
—Supplies & Materials . . .	1,553 48	2,000 12	1,765 00	1,965 00	1,765 00	
—Current Charges & Oblig's	3,581 81	13,111 77	4,495 00	6,445 00	6,445 00	
—Equipment	80 00	100 00	490 00	1,990 00	1,990 00	
—Structures & Improvements	25,955 57	42,872 48	50,000 00	93,500 00	—	
TOTALS	\$181,547 57	\$236,480 56	\$210,150 00	\$268,385 00	\$216,180 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$1,041,455 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Maintenance of records and accounting for all money received from sale of city-owned property. Provides engineering services to determine the need for off-street parking facilities and preparation of plans for such developments.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10 \$49,491 00	\$300 00	\$1,715 00	\$285 00	\$1,990 00	\$53,781 00

Personal Services: Commissioner of Real Property, Executive Secretary, Civil Engineer, 7 Clerks.
Contractual Services: Servicing of automotive equipment, \$300.00.
Supplies and Materials: Paper cups, \$15.00; postage, \$100.00; forms, cards, stationery, \$1,000.00; gasoline and lubricants, \$300.00.
Current Charges and Obligations: Rental of water cooler, \$75.00; dues and subscriptions, \$150.00; premiums on surety bonds, \$50.00; license, auctioneer, \$10.00.
Equipment: Library books, \$150.00; file cabinets, \$160.00; typewriter, \$600.00; adding machine, \$400.00; desks and chairs, \$680.00.

2. CARE AND DISPOSAL OF FORECLOSED REAL ESTATE AND SURPLUS PROPERTY

Maintenance, care and disposal by auction of property acquired by foreclosure of title or transferred to the department by order of the City Council. At the time of preparing the budget, the number of parcels held totaled 2,749, of which 82 were real estate, and 2,667 were vacant lots. During the year 1958, 354 parcels were sold, at a total sale value of \$203,745.00.

Personal Services No. Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
5 \$24,489 00	\$52,700 00	\$50 00	\$3,660 00	\$50,000 00	\$130,899 00

Personal Services: Real Property Agent, 2 Assistant Real Estate Custodians, Auctioneer, Constable.
Contractual Services: Steam service, \$1,000.00; repairs: carpentry, \$4,000.00; electrical, \$1,000.00; plumbing and steamfitting, \$3,000.00; roofing and masonry, \$2,000.00; advertising for sale of city-owned properties at public auction, \$5,000.00; carfares for purpose of inspecting properties, \$200.00; printing and binding, \$2,000.00; demolition of unsafe buildings and cleaning of city-owned land, \$34,500.00.
Supplies and Materials: Ash cans, \$10.00; photographic supplies, \$40.00.
Current Charges and Obligations: Hold-up insurance, fidelity bonds, insurance on Houghton-Dutton Building, \$3,600.00; bond for Auctioneer, \$60.00.
Structures and Improvements: Repairs, Houghton & Dutton Building, \$50,000.00.

Property Division, Real Property Department — Continued

3. MAINTENANCE OF PARKING FACILITIES, LOCAL COMMUNITIES

Responsible for the maintenance, cleaning, removal of debris and snow removal.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
—	—	\$29,000 00	\$2,500 00	\$31,500 00

Contractual Services: Electricity, \$6,000.00; repairs: electrical, \$2,000.00; repairing to parking garages, \$1,000.00; cleaning, \$20,000.00.
Current Charges and Obligations: Insurance, fire — Fort Hill Square, \$2,500.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services . . .	10	\$49,491 00	\$300 00	\$1,715 00	\$285 00	\$1,990 00	—	\$53,781 00
2. Care and Disposal of Foreclosed Real Estate and Surplus Municipal Property . . .	5	24,489 00	52,700 00	50 00	3,660 00	—	\$50,000 00	130,899 00
3. Maintenance of Parking Facilities, Local Communities . . .	—	—	29,000 00	—	2,500 00	—	—	31,500 00
TOTALS . . .	15	\$73,980 00	\$82,000 00	\$1,765 00	\$6,445 00	\$1,990 00	\$50,000 00	\$216,180 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT

1-01-84

The Buildings Division is responsible for the care and management of city buildings not held by specific departments. Twenty-one major buildings are operated, including the City Hall and City Hall Annex.

These buildings are located in many parts of the city and are used by the courts and municipal departments, Selective Service Local Boards, civilian defense boards, and others. The buildings are frequently opened to the public after hours for civic, social, and other meetings. The total area of office and court space in these buildings is 714,905 square feet.

In addition to the city-owned buildings, the department is responsible for the leasing of office space for 3 departments occupying quarters outside of City Hall, as well as the care and maintenance of 12 buildings leased to veteran organizations.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
Personal Services	\$640,540	88	\$602,072	14	\$668,000	00	\$668,767	00	\$636,000	00
Contractual Services . . .	271,738	71	319,559	05	215,000	00	425,365	00	275,570	00
Supplies & Materials . . .	65,560	72	79,959	64	45,050	00	62,900	00	57,450	00
Current Charges & Oblig's	60,946	42	61,461	48	64,630	00	65,430	00	64,155	00
Equipment	699	31	98	01	1,300	00	3,000	00	2,200	00
Structures & Improvements	13,160	17	68,276	93	60,000	00	90,500	00	85,000	00
TOTALS	\$1,052,646	21	\$1,131,427	25	\$1,053,980	00	\$1,315,962	00	\$1,120,375	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$44,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Provides clerical and financial services, maintains reports and statistics, processes all personal actions, audits time records, prepares payrolls. Conducts periodic inspections of buildings, structures, and utilities under direct control of the division. Prepares plans for repair work; supervision and approval of payment of repair work performed satisfactorily by contractors.

Personal Services	Contractual	Supplies	Equipment	Total
No. Amount	Services	Materials		
8 \$39,423 00	\$1,120 00	\$700 00	\$450 00	\$41,693 00

Personal Services: Performance under this program is divided among the following sections:

Administrative and General Services Division: Assistant Commissioner of Real Property, Head Clerk, and 3 Clerical Employees.

Inspection Section: 3 Inspectors.

Contractual Services: Servicing of office equipment, \$20.00; carfare and mileage, \$500.00; advertising, \$300.00; mimeographing and duplicating services, \$200.00; printing and binding, \$100.00.

Supplies and Materials: Forms, cards, stationery, and postage, \$700.00.

Equipment: Library books, \$100.00; adding machine, \$300.00; engineering equipment, \$50.00.

2. CARE, OPERATION, AND MAINTENANCE OF CITY HALL AND CITY HALL ANNEX

Responsible for the care and operation of the heating plant in City Hall and City Hall Annex, minor repairs to building, equipment, furnishings, and maintenance of elevators. Provides telephone exchange service for all offices in City Hall and City Hall Annex, and acts as the clearing house for all telephone calls. The switchboard is an 8-position board with approximately 400 stations and 50 trunk lines. On October 11, 1958, this system was changed over to an automatic 5-position board. The number of calls annually is approximately as follows: outgoing, 1,410,000; incoming, 1,263,000; and long distance calls, 4,385. It is also responsible for the operation of 5 elevators in City Hall Annex and 2 in City Hall. Daily cleaning of 224,915 square feet of floor space.

Personal Services	Contractual	Supplies	Current	Equipment	Structures	Total
No. Amount	Services	Materials	Charges		Improvements	
74 \$249,937 00	\$140,240 00	\$3,125 00	915 00	\$500 00	71,500 00	\$466,217 00

Personal Services: Performance under this program is divided among the following sections:

Maintenance Section: Plant Superintendent, Chief Power Plant Engineer, 3 Stationary Engineers, 4 Steam Firemen, Locksmith.

Telephone Section: Chief Telephone Operator, 9 Telephone Operators.

Custodial Section: Superintendent, 44 Custodial Workers, 2 Watchmen, Matron.

Elevator Section: Chief Elevator Operator, 5 Elevator Operators.

Vacation Supply, \$785.00.

Overtime Allowance, \$4,715.00 for Saturdays, Sundays, holidays and emergency repairs to elevators.

Contractual Services: Telephone Service, \$60,000.00; electricity, \$32,000.00; gas for fuel, \$1,000.00; steam, \$27,000.00; general repairs, \$10,400.00; carpentry, \$2,000.00; electrical, \$1,000.00; plumbing and heating, \$2,000.00; painting, \$1,000.00; plastering, \$1,000.00; linoleum, \$1,000.00; roofing, \$1,000.00; masonry, \$1,000.00; miscellaneous, \$400.00; servicing equipment, \$1,000.00; refinishing furniture, \$600.00; window cleaning, \$1,000.00; towel service, \$2,000.00; servicing elevators, \$5,240.00.

Buildings Division, Real Property Department — Continued

Supplies and Materials: Cleaning and custodial supplies, \$1,100.00; medical supplies, \$25.00; repair parts and materials, non-automotive, \$250.00; general operating supplies, \$600.00; uniforms (elevator operators), \$200.00; miscellaneous building supplies and materials, \$950.00.
Current Charges and Obligations: Rental water coolers, \$500.00; chairs, \$200.00; clocks, \$200.00; premium on bonds, \$15.00.
Equipment: Household furniture and equipment, \$250.00; Federal, State and City flags, \$250.00.
Structures and Improvements: \$71,500.00.

City Hall Annex:

Install new switches and risers on panel board, install outlets and fixtures in Election Department, Assessing Department and Collector's Department, balance load throughout building. Install pipe over to pull box for elevator wires	\$29,500 00
Remove existing steam driven pump, replace this unit with new motor vacuum heating pump and connect existing piping	9,000 00
Furnish and install auxiliary sump pump and basin adjacent to existing sump pump at rear of boilers and connect existing piping	8,000 00

City Hall:

Install new risers from panel board to meter room and cabinets	4,000 00
Install new outlets and fixtures in various rooms	3,500 00
Install new wires and fixtures on outside post and general repairs	2,500 00
Install new women's toilet in third floor	5,000 00
Installing proper egress	10,000 00

3. CARE, OPERATION, AND MAINTENANCE OF OTHER CITY-OWNED BUILDINGS

Care and operation of heating units; minor repairs to buildings and installed utilities, equipment, and furnishing care and daily cleaning of 490,000 square feet of floor space and the outside area of 17 buildings.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
91	\$346,640 00	\$134,210 00	\$48,125 00	\$51,440 00	\$1,250 00	\$13,500 00	\$595,165 00

Personal Services: 2 Building Maintenance Supervisors, Superintendent of Faneuil Hall, 2 Stationary Engineers, 19 Steam Firemen, 66 Custodial Workers, Watchman, vacation supply, \$4,715.00. Overtime allowance, \$10,000.00 for services required on Saturdays, Sundays, holidays, and in emergencies.

Contractual Services: Electricity, \$28,000.00; gas and fuel, \$2,000.00; general repairs, \$89,600.00; (carpentry, \$10,000.00; electrical, \$10,000.00; plumbing and heating, \$35,000.00; painting, \$10,000.00; plastering, \$5,000.00; linoleum, \$5,000.00; roofing, \$4,000.00; masonry, \$4,000.00; miscellaneous, \$6,600.00); servicing of equipment, \$300.00; repair and servicing machinery and tools, \$150.00; cleaning windows, \$2,000.00; towel service, \$1,500.00; extermination of vermin, \$2,760.00; inspection fire alarm, \$100.00. Custodial services: Veterans' Service, \$4,100.00; Quincy Market, \$3,700.00.

Supplies and Materials: Fuel oil and coal, \$43,000.00; cleaning and custodial supplies, \$4,100.00; medical supplies, \$25.00; repair parts, non-automotive, \$600.00; general operating supplies, \$200.00; lumber, hardware and miscellaneous supplies and materials, \$200.00.

Current Charges and Obligations: Rentals, space in office buildings for city departments, Law Department (11 Beacon Street), \$29,920.00; Veterans' Services Department (155 Washington Street), \$14,800.00; (14 State Street), \$5,720.00; rental of trucks, \$1,000.00.

Equipment: Household furniture and equipment, \$500.00; public works equipment, \$500.00; Federal, State, and City flags, \$250.00.

Structures and Improvements: \$13,500.00.

Quincy Market:

Install new A.C. service with risers and switches	\$5,000 00
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M. J. Tobin Memorial Building:

Remove section of retaining wall on rear of building	8,500 00
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4. PROVIDING FACILITIES FOR USE OF THE ORGANIZED MILITIA

Providing as required by existing statutes adequate facilities for drill, housekeeping services, and suitable outdoor range for small-arms practice for certain units of the armed forces of the Commonwealth.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
—	—	—	\$5,500 00	\$11,800 00	\$17,300 00

Supplies and Materials: Fuel, oil, \$5,000.00; electric light bulbs and housekeeping supplies, \$500.00.

Current Charges and Obligations: Rental, First Corps Cadet Armory, \$11,800.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	8	\$39,423 00	\$1,120 00	\$700 00	—	\$450 00	—	\$41,693
2. Care, Operation, and Maintenance of City Hall and City Hall Annex	74	249,937 00	140,240 00	3,125 00	\$915 00	500 00	\$71,500 00	466,217
3. Care, Operation, and Maintenance of Other City-owned Buildings	91	346,640 00	134,210 00	48,125 00	51,440 00	1,250 00	13,500 00	595,165
4. Providing Facilities for Use of the Organized Militia	—	—	—	5,500 00	11,800 00	—	—	17,300
TOTALS	173	\$636,000 00	\$275,570 00	\$57,450 00	\$64,155 00	\$2,200 00	\$85,000 00	\$1,120,375

MARKET DIVISION, REAL PROPERTY DEPARTMENT

1-01-86

The Market Division of the Real Property Department is responsible for the leasing of the upper area of Quincy Market and of the city public market area of the Faneuil Hall Market for the sale of perishable merchandise. This market area includes the lower floor of the buildings called New Faneuil Hall and Quincy Market, and the sidewalks and cellars of these buildings. The division is also responsible for the collection of rents, for the preservation of order, the destruction of food unfit for sale, and the approval of the installation of utilities and appliances in the market buildings. The market facility operates 24 hours a day.

There are 51,000 square feet of rentable space in the market area, which is leased to 65 tenants.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	1959 Budget	
					Recommended by Mayor	Approved
-Personal Services . . .	\$29,423 85	\$30,728 10	\$31,954 00	\$32,053 00	\$32,053 00	
-Contractual Services . .	1,296 82	1,281 37	1,426 00	1,426 00	1,426 00	
-Supplies & Materials . .	1,412 20	1,428 74	1,490 00	1,490 00	1,490 00	
-Current Charges & Oblig's	—	—	—	—	—	
-Equipment	—	—	—	—	—	
-Structures & Improvements	—	—	—	—	—	
TOTALS	\$32,132 87	\$33,438 21	\$34,870 00	\$34,969 00	\$34,969 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1958 \$116,000 00

C—PROGRAM

1. OPERATION OF A MARKET FACILITY

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$32,053 00	\$1,426 00	\$1,490 00	\$34,969 00

Personal Services: Superintendent, Assistant Superintendent, Head Clerk, 4 Custodial Workers. Temporary Employee for vacation relief, \$404.00. Overtime allowance, \$100.00 for services required due to emergencies and absences of regular personnel due to illness.

Contractual Services: Telephone service, \$200.00; electricity, \$900.00; gas service, radiators, public toilets, \$200.00; servicing electric clock, \$27.00; towel service, \$24.00; printing, \$75.00.

Supplies and Materials: Fuel oil, \$1,000.00; soaps, brooms, light bulbs, toilet tissue, \$350.00; medical first aid kit supplies, \$5.00; forms, cards, stationery, postage, \$75.00; refill fire extinguishers, \$20.00; electrical supplies, \$20.00; snow removal supplies, \$20.00.

BOSTON RETIREMENT BOARD

1-01-91

The Boston Retirement Board is responsible for the processing of all retirements under the Boston and the State Boston Retirement Systems and maintains the administrative and financial accounts relative to both systems. Under the first system, 4 per cent is deducted from members' compensation and this amount is matched by the city, thus creating a reserve for the payment of retirement allowances as they arise. Under the second system, the employee contributes 5 per cent, but no contribution is made by the city until the time that actual retirement arrives.

At the present time the Boston System has 1,000 members as against 1,9400 in the other system. The expenses of the Board are allocated 5 per cent to the Boston System and 95 per cent to the State-Boston System. Under existing law, the allocation for the latter system is paid over to the Collector-Treasurer at the beginning of each year, and the expenses, as they arise, are charged against this allowance.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$13,412 40	\$13,913 41	\$10,052 00	\$100,767 00	\$97,300 00	
2—Contractual Services . .	13,151 50	8,421 04	10,500 00	21,800 00	20,750 00	
3—Supplies & Materials . .	81 06	55 30	300 00	3,000 00	3,000 00	
4—Current Charges & Oblig's	—	—	—	250 00	150 00	
5—Equipment	—	—	—	1,400 00	750 00	
TOTALS	\$26,644 96	\$22,389 75	\$20,852 00	\$127,217 00	\$121,950 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Administers the work of the department, subject to the approval of the Board; prepares the annual budget; requires supplies and prepares annual report; supervises the financial operation of the two systems; interviews members claiming disability and determines eligibility; prepares veterans' retirement cases and prepares minutes of and takes hearing of disability cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$28,400 00	\$9,650 00	\$175 00	\$150 00	\$100 00	\$38,475 00

Personal Services: Executive Officer, Assistant Executive Officer, Disability Pension Analyst, Disability Pension Investigator, Accountant.

Contractual Services: Transportation for board member, \$150.00; professional services of medical panel, \$5,000.00; medical services of 3 board members at \$1,500.00 each annually, \$4,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$175.00.

Current Charges and Obligations: Rental of safety deposit vault, \$150.00.

Equipment: Library books, \$100.00.

2. MAINTENANCE OF RETIREMENT SYSTEMS

Calculates all retirements under both systems; maintains master account cards for active members and retirement allowance payment cards for retired members; prepares monthly pension rolls; and maintains statistical records. Maintains current accounts for each member of the systems; posts retirement deductions on a cumulative basis; prepares statistical data and reports; makes refunds to resigned and deceased members; provides information on retirement laws to members; enrolls new entrants and maintains an index of all members; keeps account plate for each member for circular notification regarding legislation, changes in the law, benefits, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
18	\$68,900 00	\$11,100 00	\$2,825 00	\$650 00	\$83,475 00

Personal Services: Performance under this program is divided among the following sections:

Master Card Section: Head Pension Examiner, 2 Principal Pension Examiners, 5 Clerical Employees.

Machine Posting Division: Head Clerk, 9 Clerical Employees.

Temporary Employees: Vacation supply, \$1,700.00.

Contractual Services: Servicing of office equipment, \$600.00; printing and binding of notices to members, \$1,000.00; actuarial services, \$5,000.00
summary listings of members deductions, \$4,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,825.00; miscellaneous supplies and materials, \$1,000.00.

Equipment: Office machines, \$650.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services .	5	\$28,400 00	\$9,650 00	\$175 00	\$150 00	\$100 00	\$38,475 00
Maintenance of Retirement Systems .	18	68,900 00	11,100 00	2,825 00	—	650 00	83,475 00
TOTALS	23	\$97,300 00	\$20,750 00	\$3,000 00	\$150 00	\$750 00	\$121,950 00

FINANCE COMMISSION

1-01-93

The Finance Commission is authorized to investigate matters relating to appropriations, loans, expenditures, accounts and methods of administration affecting the City of Boston or the County of Suffolk, or any department thereof, that may appear to the commission to require investigation, and to report thereon to the Mayor, the City Council, the Governor or the General Court.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$44,171 64	\$46,269 88	\$48,370 00	\$46,200 00	\$46,200 00	
2—Contractual Services . . .	2,214 62	2,816 90	2,925 00	3,570 00	3,570 00	
3—Supplies & Materials . . .	324 99	485 51	575 00	570 00	570 00	
4—Current Charges & Oblig's	6,230 71	5,679 71	7,780 00	9,210 00	9,210 00	
5—Equipment	492 50	362 50	350 00	450 00	450 00	
TOTALS	\$53,434 46	\$55,614 50	\$60,000 00	\$60,000 00	\$60,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$23,000 00	\$3,320 00	\$420 00	\$5,560 00	\$450 00	\$32,900 00

Personal Services: Chairman, Executive Secretary, and 2 Clerical Employees. Temporary employees, \$500.00.

Contractual Services: Telephone and telegraph services, \$745.00; electricity, \$200.00; servicing of office equipment, \$100.00; printing of annual report, \$2,000.00; cleaning, \$275.00.

Supplies and Materials: Household supplies, \$45.00; postage, forms, cards, and stationery, \$300.00; twine and wrapping paper, \$75.00.

Current Charges and Obligations: Rent of office space, \$5,275.00; rental of water cooler and electric clock, \$75.00; dues, \$10.00; newspaper subscriptions, \$200.00.

Equipment: Library books, \$450.00.

2. INVESTIGATION AND RESEARCH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
3	\$23,200 00	\$250 00	\$150 00	\$3,650 00	\$27,100 00

Personal Services: Investigator-Inspector (Engineer), 2 Clerks (Administrative-Analysts).

Contractual Services: Carfares of Investigators, \$250.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.

Current Charges and Obligations: Special investigations, \$3,650.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	4	\$23,000 00	\$3,320 00	\$420 00	\$5,560 00	\$450 00	\$32,900 00
2. Investigation and Research	3	23,200 00	250 00	150 00	3,650 00	—	27,100 00
TOTALS	7	\$46,200 00	\$3,570 00	\$570 00	\$9,210 00	\$450 00	\$60,000 00

POLICE DEPARTMENT

1-02-11

The Police Department is directed by a Police Commissioner who is appointed by the Governor. The Commissioner has power under the law to appoint, establish, and organize the department and to make all necessary rules and regulations for its efficiency.

The primary functions of the Police Department are the prevention of crime; the detection and apprehension of offenders if crime is committed; the protection of life and property; the preservation of public tranquillity; and the enforcement of laws and ordinances. Each year the department lists residents twenty years of age or more for registration voters.

The area under the jurisdiction of the department totals 44.34 square miles, containing a population of 801,444, shown by the census of 1950.

An average of 95,000 arrests is effected annually.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$13,715,313 88	\$14,099,304 29	\$14,795,000 00	\$15,382,794 00	\$14,975,000 00	
-Contractual Services . .	401,612 07	414,059 91	336,650 00	419,947 00	397,500 00	
-Supplies & Materials . .	409,785 02	424,538 65	405,850 00	533,108 00	492,150 00	
-Current Charges & Oblig's	10,636 96	10,071 55	32,267 00	55,747 00	55,747 00	
-Equipment	28,211 62	104,958 78	85,500 00	247,050 00	197,150 00	
-Structures & Improvements	—	—	—	225,000 00	225,000 00	
TOTALS	\$14,565,559 55	\$15,052,933 18	\$15,655,267 00	\$16,863,646 00	\$16,342,547 00	

B — DEPARTMENTAL REVENUE

Estimated departmental revenues from sale of licenses, permits, second-hand articles, damage to police property	<u>\$134,000 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Formulates policy; directs entire police program; processes appointments, promotions, and separations in accordance with the law; maintains personnel files and assignment records; determines medical fitness of members of uniformed force; and keeps various records of the Police Department.

Prepares payrolls and maintains payroll records; audits and records departmental expenditures; furnishes budget estimates; tabulates and compiles statistics on police operations; prepares and records all licenses granted by Police Commissioner; processes applications forwarded by Licensing Board, city and state departments for police investigation, and is responsible for all money received and disbursed by the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
45	\$197,815 00	\$16,900 00	\$19,010 00	\$26,487 00	\$3,370 00	\$263,582 00

Personal Services: Performance under this program is divided among the following sections:

Commissioner's Office: Commissioner, Medical Examiner, Secretary (Confidential), Secretary, 2 Assistant Secretaries, 4 Clerical Employees.

Chief Clerk's Office: Chief Clerk (Deputy Superintendent), Captain, 33 Clerical Employees.

Contractual Services: Servicing of office equipment, \$2,000.00; advertising, \$1,150.00; legal services, \$11,000.00; other professional services, \$300.00; printing of annual report, \$1,000.00; other printing and binding, \$1,450.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,320.00; medallions for hackney carriages, etc., \$8,690.00.

Current Charges and Obligations: Dues and subscriptions, \$900.00; rentals, \$232.00; bonds and insurance, \$25,355.00.

Equipment: Library books, \$3,370.00.

2. LAW ENFORCEMENT

Responsible for the enforcement of all laws, ordinances, and regulations which the police have authority to execute. The staff of the office of the Superintendent of Police includes the Inspector of Divisions.

There are 17 Police Divisions located in various parts of the city. These divisions use 127 automobiles, 38 other motor vehicles, and 45 motorcycles. The Harbor Police maintain day and night patrol service by the 3 police boats. One division has 12 saddle horses for use in parades, traffic and escort work, etc.

Police Department — Continued

The Traffic Division is responsible for the enforcement of statutes, ordinances, rules, and regulations pertaining to traffic in downtown Boston, the processing of parking violations for the entire department, and the development of a safety educational program for school children and the general public. It is estimated that 1,700,000 vehicles use the city's streets daily. Total parking violations, looked up by the personnel of the Traffic Division and mailed to car owners, amounted to 572,617.

The Crime Prevention Bureau operates a program for the prevention of delinquency among juveniles and for the rehabilitation of maladjusted children.

The Bureau of Criminal Investigation is composed of several units, namely: Identification, Automobile, Homicide, Ballistics, Chemical Laboratory, Lost, Stolen Property, Missing Persons, Special Service, Domestic Relations, Narcotic and Vice.

Detectives assigned to the Detective Bureau are detailed to the Bureau of Criminal Investigation and the various Police Divisions.

The House of Detention is maintained for women who are arrested in the city and who, unless otherwise released, are held in charge of the Chief Matron until the next session of the court before which they are to appear. Approximately 2,700 women are detained annually.

The City Prison is maintained for males who are arrested in the city for offenses the prosecution of which is within the jurisdiction of the Central Municipal Court, and who, unless otherwise released, are held in charge of the keeper until the next session of the court before which they are to appear. The average number of persons held annually is 12,000.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,808	\$13,576,511 00	\$103,200 00	\$370,280 00	\$10,000 00	\$98,380 00	\$14,158,371 00

Personal Services: Performance under this program is divided among the following sections:
 Superintendent's Office: Superintendent of Police, Deputy, 2 Sergeants, 5 Patrolmen.
 Uniform Divisions: 20 Captains, 61 Lieutenants, 170 Sergeants, 2,000 Patrolmen.
 Regulation and Control of Traffic: Deputy Superintendent, 2 Captains, 5 Lieutenants, 12 Sergeants, 202 Patrolmen.
 Crime Prevention Bureau: Captain, Lieutenant, Sergeant, 12 Policewomen, Patrolman, Clerical Employee.
 Bureau of Criminal Investigation: Deputy Superintendent, 5 Captains, 3 Sergeants, 20 Patrolmen, Biological Chemist, Assistant Biologic Chemist, 8 Clerical Employees.
 Detective Bureau: 12 Lieutenant-Detectives, 29 Sergeant-Detectives, 180 Detectives.
 House of Detention: Chief Matron, Assistant Chief Matron, 11 Assistant Matrons, 3 Cleaners, Janitress.
 City Prison: Captain, Lieutenant, 5 Sergeants, 25 Patrolmen.
 Overtime allowance for legal holiday, primary, and election days, parades, etc., \$579,000.00.

Contractual Services: Repairs and servicing of equipment, \$47,000.00; travel expenses, \$21,000.00; medical, dental, and laboratory service \$22,000.00; services of diver, \$300.00; cleaning services, uniforms, caps, etc., \$8,000.00; veterinary, stable and horseshoeing services, etc., \$4,000.00; expert services, \$400.00; copying records, witness fees, \$500.00.

Supplies and Materials: Gasoline and diesel oil, \$130,000.00; lubricating oil, and grease, \$8,100.00; tires and tubes, \$12,500.00; repair parts and accessories, \$17,400.00; food for prisoners, \$11,300.00; medical supplies, \$1,300.00; postage, forms, cards, and stationery, \$53,480.00; forms for Central Complaint Unit, \$16,200.00; ammunition, targets, tear gas, etc., \$10,000.00; general operating supplies for boats, ballistics, etc., \$5,800.00; cloth for wearing apparel and making of same, \$85,950.00; photographic supplies, \$4,250.00; stable supplies, \$9,000.00; police badges, \$5,000.00.

Current Charges and Obligations: Rentals of garages and storage, \$8,925.00; revolver matches, \$1,000.00; notary public, \$50.00; entry fees to colleges, \$25.00.

Equipment: Engineering and scientific equipment, \$1,000.00; fire-fighting equipment, \$680.00; cots, stretchers, etc., \$200.00; saddles, bridles, etc., \$4,000.00; revolvers, \$10,000.00; sedans and wagons, \$82,500.00.

3. MAINTENANCE AND CONTROL OF COMMUNICATIONS

The Central Complaints and Record Bureau controls communications equipment, consisting of telephone, teletype, radio, and telegraph, and through its facilities directs movement of radio cars, police boats, and ambulances. This Bureau records all crimes, arrests, and incidents on the newly installed IBM equipment.

The Signal Service Unit maintains the signal service system; supervises all telephone and teletype installation; makes minor teletype repairs; services electrical equipment; installs wiring throughout the department; and provides signs for marking taxicab stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
137	\$636,739 00	\$88,300 00	\$35,000 00	\$19,260 00	\$70,300 00	\$125,000 00	\$974,599 00

Personal Services: Performance under this program is divided under the following sections:
 Central Complaints and Record Bureau: 2 Captains, 4 Lieutenants, 10 Sergeants, 64 Patrolmen, 11 Telephone Operators, 21 Clerical Employees.
 Signal Service Unit: Director, 24 Mechanical Employees.

Contractual Services: Telephone service, \$75,000.00; repairs and servicing of equipment, \$13,300.00.

Supplies and Materials: Signal, traffic control, fire-fighting supplies and materials, \$29,000.00; radio transmitter parts and materials, \$6,000.00.

Current Charges and Obligations: Rentals, \$320.00; rental of IBM machines, \$18,940.00.

Equipment: Signal Equipment, \$8,000.00; electrical and mechanical equipment, \$8,500.00; Neon signs, \$3,500.00; radio equipment, \$40,300.00.

Structures and Improvements: Installation of new elevators at Headquarters, \$125,000.00.

4. MAINTENANCE AND REPAIR OF POLICE BUILDINGS AND EQUIPMENT

The Senior Building Custodian is responsible for the maintenance of police buildings. The Property Clerk is responsible for servicing department automobiles and motorcycles; has charge of lost, stolen, and abandoned property and articles taken from persons arrested for any cause; and procures all supplies, uniforms, and equipment.

Annual statistics of this office are as follows: 5,412 repair jobs of departmental automobiles; 532 repair jobs of motorcycles; 18 buildings maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
118	\$502,935 00	\$128,500 00	\$67,860 00	\$25,100 00	\$100,000 00	\$824,395 00

Personal Services: Senior Building Custodian, Property Clerk, Supervisor of Automotive Equipment, Assistant Supervisor of Automotive Equipment, Sergeant, Working Foreman, Mechanic, 5 Clerical Employees, Diesel and Gasoline Operator, 4 Patrolmen, 18 Auto Mechanics, 2 Chauffeurs, 10 Hostlers, 72 Building Maintenance Employees.

Contractual Services: Electricity, \$37,900.00; gas, fuel, \$3,500.00; heating Station 1, \$5,000.00; repairs and servicing of buildings and structures (carpentry and electrical), \$17,500.00; plumbing and steamfitting, \$6,800.00; painting, plastering, roofing, masonry, etc., \$40,700.00; repairs and servicing of equipment, \$8,200.00; paint and repair flagpoles, \$200.00; inspection of elevators, \$2,200.00; cleaning, laundering, bedding, etc., \$5,600.00; freight and express, \$900.00.

Supplies and Materials: Heating supplies and materials, \$50,300.00; laundry, cleaning, custodial supplies and materials, \$14,750.00; building supplies and materials, \$1,000.00; paint, hardware, machine parts, etc., \$300.00; tools and instruments, \$1,510.00.

Equipment: Office furniture, \$12,000.00; auto lift, etc., \$600.00; truck, \$2,500.00; incinerators, waxers, and boilers, \$10,000.00.

Structures and Improvements: Change from D.C. to A.C. at Headquarters, \$100,000.

5. POLICE LISTING SERVICE

The Police Department lists residents twenty years of age or more each year for registration of voters. Many members of the department perform this duty on off-duty day and they are compensated for such additional hours of service at their regular hourly rate.

Personal Services Amount	Contractual Services	Total
\$61,000 00	\$60,600 00	\$121,600 00

Personal Services: It is estimated that approximately 4,500 man days are consumed in listing voters in addition to the \$61,000.00 listed above as overtime.

Contractual Services: Services and materials for preparing police list, \$5,000.00; printing police lists, \$50,000.00; other supplies for police listing, \$5,600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	45	\$197,815 00	\$16,900 00	\$19,010 00	\$26,487 00	\$3,370 00	—	\$263,582 00
Law Enforcement	2,808	13,576,511 00	103,200 00	370,280 00	10,000 00	98,380 00	—	14,158,371 00
Maintenance and Control of Communications	137	636,739 00	88,300 00	35,000 00	19,260 00	70,300 00	\$125,000 00	974,599 00
Maintenance and Repair of Police Buildings and Equipment	118	502,935 00	128,500 00	67,860 00	—	25,100 00	100,000 00	824,395 00
Police Listing Service	—	61,000 00	60,600 00	—	—	—	—	121,600 00
TOTALS	3,108	\$14,975,000 00	\$397,500 00	\$492,150 00	\$55,747 00	\$197,150 00	\$225,000 00	\$16,342,547 00

FIRE DEPARTMENT

1-02-21

The Fire Department is responsible for extinguishing fires, the prevention of fires, and the protection of life and property.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget		Approved
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$10,027,673	72	\$10,171,925	95	\$10,542,000	00	\$10,816,765	00	\$10,624,000 00
2—Contractual Services . . .	268,427	48	276,961	84	287,000	00	520,430	00	369,430 00
3—Supplies & Materials . . .	461,049	77	470,869	47	441,000	00	586,153	00	484,325 00
4—Current Charges & Oblig's . . .	6,353	20	9,441	49	9,232	00	9,468	00	9,458 00
5—Equipment	144,762	31	124,476	04	128,250	00	558,069	00	137,421 00
TOTALS	\$10,908,266	48	\$11,053,674	79	\$11,407,482	00	\$12,490,885	00	\$11,624,634 00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$277,050 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services maintains reports and statistics of all fires, keeps personnel records, performs cleaning and other custodial work in the Headquarters Building, and ministers to the religious needs of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
44	\$192,890 00	\$16,600 00	\$4,300 00	\$148 00	\$1,533 00	\$215,471 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Medical Examiner, Executive Secretary, 2 Clerical Employees, 3 Fire Fighter-Aides.

General Services Section: 2 Head Clerks, 10 Clerical Employees, 3 Fire Fighters.

Payroll Section: Head Clerk, 4 Clerical Employees.

Chaplain Section: 3 Chaplains.

Custodial Section: 6 Fire Fighters, 7 Custodial Workers (Janitresses).

Overtime: Closing accounts, \$500.00.

Contractual Services: Telephone service, \$14,000.00; advertising, \$600.00; cleaning of windows, \$2,000.00.

Supplies and Materials: Gasoline and oil, \$1,500.00; postage, forms, cards, and stationery, \$2,500.00; tires and tubes, \$300.00.

Current Charges and Obligations: Dues and subscriptions, \$148.00.

Equipment: Typewriters, \$1,000.00; library books, \$83.00; filing cabinets, \$450.00.

2. EXTINGUISHING FIRES AND PROTECTING LIFE AND PROPERTY

Responsible for the extinguishment of fires and the protection of life and property in emergencies. Available facilities include 45 Engine Companies, 5 Engine Squads, 30 Ladder Companies, 1 Rescue Company, 2 Water Tower Companies, 3 Mobile Lighting Plants, 2 Fireboats, and 2 High Pressure Stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1,900	\$9,294,610 00	\$25,880 00	\$167,525 00	\$5,969 00	\$67,840 00	\$9,561,824 00

Personal Services: Performance under this program is divided among the following sections:

Headquarters Section: Chief of Department, 2 Assistant Fire Chiefs, 2 District Chiefs, 4 Captains, 2 Lieutenants, 14 Fire Fighter-Aides.

Maintenance Section: Engineer in Charge, Assistant Engineer in Charge, 13 Engineers—High Pressure.

Fire Fighting Force: 8 Deputy Chiefs, 42 District Chiefs, 81 Captains, 208 Lieutenants, Chief Marine Engineer, 8 Fire Fighter-Master

8 Fire Fighter-First Engineers, 10 Fire Fighter-Second Engineers, 1,484 Fire Fighters, 9 Fire Fighter-Aides, Fire Fighter Apparatus Operator.

Provision for overtime pay, as provided by city ordinance, for members of the department required to work on holidays, \$220,000.00.

Contractual Services: Gas, fuel, \$3,100.00; steam heat, \$5,000.00; servicing of equipment, \$1,000.00; travel expenses to attendance at International Association of Fire Chiefs, Grand Rapids, \$400.00; travel expenses to attend conferences with view toward gaining knowledge of operation and training procedures, \$600.00; manufacture of uniforms, \$8,000.00; medical examinations, \$300.00; musical instructor, \$780.00; cleaning towels and bed linen, \$5,500.00; repairs to uniforms \$700.00; printing and binding, \$500.00.

Supplies and Materials: Gasoline, diesel oil, grease, and automobile repair parts, \$70,000.00; bed linen, \$1,000.00; medical supplies, \$1,500.00; forms, cards, and stationery, \$10,000.00; canister refills for masks, \$15,000.00; parts for repair of gas masks, inhalators, resuscitators, smoke ejectors, pumps, and other fire-fighting equipment, \$32,200.00; cloth for the manufacture of uniforms, \$15,750.00; wearing apparel, \$14,025.00; fire fighting supplies, \$5,050.00.

Current Charges and Obligations: Rental of high pressure stations, \$5,016.00; dues and subscriptions, \$903.00; boiler insurance, \$50.00.

Equipment: Office furniture and equipment, \$4,975.00; household furniture, \$5,190.00; electrical and mechanical equipment, \$2,800.00; library books, \$25.00; fire-fighting equipment, \$7,200.00; 30,000 feet of various sizes of hose, \$31,800.00; 50 flood lights, \$1,700.00; American flags, \$150.00; 7 automobiles, \$14,000.00.

3. ENFORCEMENT OF FIRE PREVENTION LAWS AND ISSUANCE OF RELATED PERMITS AND LICENSES

Responsible for the enforcement of all laws, ordinances, and rules pertaining to fire prevention, and the issuance of permits and certificates of registration for the storage of inflammable fluids and explosives. Investigates fires of incendiary and suspicious origin; inspects various types of buildings and structures; checks the storage of inflammable fluids and oil burner installations and instructs school children in fire prevention matters. Sixty-eight thousand one hundred and fifty-one inspections are made in a year.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
58	\$256,000 00	\$1,450 00	\$16,200 00	\$2,871 00	\$3,888 00	\$280,409 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Assistant Fire Chief, 3 Fire Fighter-Aides, 1 Fire Fighter-Public Relations Officers, Analytical Chemist, Head Clerk and Secretary, 18 Clerical Employees.

Inspection and Investigation Section: Captain-Assistant to Chief, Captain, 5 Lieutenants, 26 Fire Fighters.

Contractual Services: Attendance at conference of National Fire Protection Association to be held in Atlantic City, N. J., \$250.00; printing fire prevention regulations, \$1,000.00; up dating of maps, \$200.00.

Supplies and Materials: Gasoline, oil, and automotive supplies, \$1,700.00; postage, forms, cards, and stationery, \$9,500.00; photographic supplies, \$2,500.00; general operating supplies, \$2,500.00.

Current Charges and Obligations: Rental postage meter, \$120.00; dues and subscriptions, \$50.00; premium on surety bond, \$25.00; rental of sorter, \$2,676.00.

Equipment: Typewriters, \$800.00; library books, \$58.00; laboratory equipment, \$1,700.00; filing cabinets, \$1,330.00.

4. SIGNAL SYSTEM OPERATION AND MAINTENANCE

Responsible for the proper and efficient operation of the fire alarm signal service, including the receiving and transmission of alarms to the Fire Fighting Force, and telephone and radio communications. Maintains and repairs 1,958 fire alarm boxes, 169 miles of overhead and 361 miles of underground signal wires and cables, and the electrical and power systems in fire stations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
75	\$376,500 00	\$101,850 00	\$109,300 00	\$467 00	\$58,420 00	\$646,537 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Superintendent of Fire Alarm.

Operating Section: Assistant Superintendent, 27 Alarm Operators, 5 other employees.

Fire Alarm Construction Section: Assistant Superintendent, General Foreman, Radio Supervisor, 3 Foremen, 8 Working Foremen, 5 Inside Wiremen, 7 Linemen, 5 Cable Splicers, 10 other employees.

Overtime: In the event of severe storms, \$15,00.00.

Contractual Services: Telephone services, \$25,000.00; electricity, \$3,000.00; gas, fuel, \$500.00; electrical repairs in fire stations and fire alarm boxes, \$2,000.00; painting of a portion of fire alarm boxes, \$3,000.00; replacement, relocation of fire alarm boxes, \$20,000.00; installation of underground cable ducts and other signal equipment, \$40,000.00; repairs for various electrical machinery, tools, and motors, \$2,000.00; repairs to fire alarm tappers, registers, and electrical equipment, \$4,800.00; attendance at International Association of Municipal Signal Engineers, Las Vegas, Nevada, \$500.00; photostating fire alarm maps, \$200.00; services of the Underwriters' laboratory, \$800.00; express charges, \$50.00.

Supplies and Materials: Gasoline, oil, and automotive parts, \$4,000.00; electric lamps and custodial supplies, \$2,500.00; postage, forms, cards, and stationery, \$1,500.00; building supplies, \$2,000.00; fire alarm underground cable, \$40,000.00; alarm posts, box sections, globes, and fire alarm parts, \$26,000.00; storage batteries, radio parts, and materials for the upkeep of fire alarm system, \$29,300.00; tools and instruments, \$3,000.00; blueprinting, drafting, and engineering supplies, \$1,000.00.

Current Charges and Obligations: Rental of ducts for fire alarm cable and post office box, \$430.00; dues and subscriptions, \$37.00.

Equipment: Transformers, motors, generators, and shop tools, \$3,050.00; engineering and scientific equipment, \$1,000.00; library books, \$80.00; electrical equipment, \$5,300.00; fire alarm boxes, \$26,250.00; radio equipment, \$6,700.00; tappers, gongs, registers, sirens, control panels, and miscellaneous fire alarm equipment, \$1,500.00; cabinet, \$90.00; adding machine, \$450.00; 2 trucks, \$14,000.00.

5. PLANT AND EQUIPMENT MAINTENANCE AND REPAIR

Responsible for the maintenance of 48 department buildings, 200 pieces of apparatus, and 2 fireboats. Makes all repairs on motor vehicles and fire apparatus. Requisitions necessary equipment, supplies, materials, and contractual services, maintains inventory system, and records cost of building and equipment repair. Supervises and inspects repair work performed by private contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
116	\$504,000 00	\$223,650 00	\$187,000 00	\$3 00	\$5,740 00	\$920,393 00

Fire Department — Continued

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: District Chief (Superintendent of Maintenance), 2 Fire Fighter-Aides, General Foreman.

Allocating and Storeroom Section: Head Administrative Clerk, 11 Clerical Employees.

Motor Equipment Repair Section: General Foreman, 3 Working Foremen, 25 Repairmen, Garage Attendant, Welder.

Building Maintenance Section: General Foreman, 4 Foremen, 12 Mechanics.

Boiler Room Section: 2 Stationary Engineers, Fireman.

Blacksmith Shop: 1 Working Foreman, 2 Blacksmiths.

Hose and Harness Shop: Working Foreman, 4 Leather and Canvas Workers.

Machine Shop: Foreman, 2 Machinists.

Apparatus Paint Shop: Working Foreman, 3 Spray Painters.

Custodial Section: 2 Junior Building Custodians.

Maintenance Division: Uniformed Section: Motor Apparatus Engineer, Captain, 2 Assistant Engineers, 6 Engineers-in-charge, Assistant Cardox Engineer, 17 Engineers, Motor Squad, 4 Fire Fighters. Overtime, repairing apparatus and equipment, \$2,000.00.

Contractual Services: Electricity, gas, and steam heat, \$70,400.00; general carpentry and maintenance of overhead doors and buildings, \$14,800.00; monthly inspection of elevators, \$1,800.00; painting of fire stations, \$20,000.00; installing new heating plants and plumbing repairs, \$10,100.00; general repairs to buildings and structures, \$25,900.00; repair and servicing of autos, trucks, machinery, and tools, \$53,900.00; installation and repair of oil burners, \$5,000.00; renovation of mattresses, repairs to furniture and equipment, \$3,500.00; express charges, \$250.00; extermination of vermin, \$500.00; miscellaneous repairs, \$2,500.00; fireboat repairs, \$15,000.00.

Supplies and Materials: Gasoline, oil, grease, and automotive supplies, \$34,500.00; heating supplies, \$90,000.00; custodial supplies and materials, \$9,500.00; postage, forms, cards, and stationery, \$1,500.00; building materials, plumbing, paints, and hardware supplies, \$28,000.00; repair parts and materials for fire-fighting equipment, \$7,500.00; wheat light batteries, parts, materials for machinery and equipment, \$11,000.00; tools and instruments, \$4,000.00; miscellaneous supplies and materials, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$3.00.

Equipment: Typewriter, \$200.00; air compressors and miscellaneous shop tools, \$2,950.00; household furniture and equipment, \$500.00; truck, \$2,000.00; cabinet, \$90.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	44	\$192,890 00	\$16,600 00	\$4,300 00	\$148 00	\$1,533 00	\$215,471 00
2. Extinguishing Fire and Protecting Life and Property	1,900	9,294,610 00	25,880 00	167,525 00	5,969 00	67,840 00	9,561,824 00
3. Enforcement of Fire Prevention Laws and Issuance of Related Permits and Licenses	58	256,000 00	1,450 00	16,200 00	2,871 00	3,888 00	280,409 00
4. Signal System Operation and Main- tenance	75	376,500 00	101,850 00	109,300 00	467 00	58,420 00	646,537 00
5. Plant and Equipment Maintenance and Repair	116	504,000 00	223,650 00	187,000 00	3 00	5,740 00	920,393 00
TOTALS	2,193	\$10,624,000 00	\$369,430 00	\$484,325 00	\$9,458 00	\$137,421 00	\$11,624,634 00

BUILDING DEPARTMENT

1-02-30

The Building Department consists of the Building Department, the Board of Appeal, the Board of Examiners, the Beacon Hill Architectural Commission, Demolition or Restoration of Abandoned Properties and Unsafe Buildings, Securing, Removing, etc. Although the Building Commissioner and the members of the Boards have independent jurisdiction, the appropriations for the six parts of the department are combined for the purpose of general administration.

The department's activities are carried on by four divisions, and a summary of the divisional appropriations is given below:

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Building Department . . .	\$632,075 28	\$643,154 85	\$683,729 00	\$736,544 00	\$697,800 00	
Board of Appeal . . .	29,474 27	29,228 94	31,189 00	32,797 00	32,097 00	
Board of Examiners . . .	9,075 27	8,964 50	9,279 00	9,279 00	9,279 00	
Beacon Hill Architectural Commission . . .	978 08	1,070 94	1,500 00	2,000 00	1,500 00	
Demolition or Restoration of Abandoned Properties . .	4,729 45	18,378 34	214,000 00	468,121 00	250,000 00	
Unsafe Buildings, Securing, Removing, etc.	—	74,565 27	—	—	—	
TOTALS	\$676,332 35	\$775,362 84	\$939,697 00	\$1,248,741 00	\$990,676 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$590,183 56	\$628,455 02	\$678,213 00	\$729,538 00	\$703,798 00	
Contractual Services . .	71,682 63	41,874 32	35,600 00	35,100 00	24,800 00	
Supplies & Materials . .	8,542 13	10,780 55	9,800 00	12,600 00	9,850 00	
Current Charges & Oblig's	114 50	137 00	184 00	259 00	205 00	
Equipment	102 00	101 40	400 00	1,123 00	523 00	
Special Appropriation . .	5,707 53	94,014 55	215,500 00	470,121 00	251,500 00	
TOTALS	\$676,332 35	\$775,362 84	\$939,697 00	\$1,248,741 00	\$990,676 00	

In the pages that follow the detail applicable to each of the four divisions of the department is presented.

BUILDING DEPARTMENT

1-02-31

The Building Department administers and enforces the provisions of law governing the erection, alteration, repair, maintenance, use, occupancy, moving, or demolition of all buildings and structures in the city except those specifically exempted from the provision of the code. To this end the law empowers the commissioner to issue permits for the erection and alteration of buildings and structures; for the installation, extension, repair, and replacement of plumbing, gas fitting, fire extinguishing apparatus, and elevators; for the installation of steam boilers, heaters, and other heat-producing apparatus and for engines and dynamos.

The Building Department is also charged with the responsibility for granting permits for and inspection of electrical conductors and appliances.

The Zoning Law is administered by this department. This act regulates and defines the use to which any premises may be put according to specific areas designated as residential, business, industrial, and unrestricted.

The Building Department also licenses persons certified by the Board of Examiners as qualified to engage in or work at the business of gas fitting in Boston; registers licensed master plumbers doing work in the City of Boston; examines and licenses as qualified welders persons so qualified; and grants licenses for the operation of elevators in the City of Boston.

In addition, the department administers the laws establishing a minor code of safety for buildings, elevators, etc.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$553,801 77	\$592,052 20	\$640,000 00	\$690,740 00	\$665,000 00	
2—Contractual Services . .	70,465 38	40,801 97	34,200 00	33,400 00	23,400 00	
3—Supplies & Materials . .	7,596 63	10,067 28	8,950 00	11,650 00	8,900 00	
4—Current Charges & Oblig's	109 50	132 00	179 00	254 00	200 00	
5—Equipment	102 00	101 40	400 00	500 00	300 00	
TOTALS	\$632,075 28	\$643,154 85	\$683,729 00	\$736,544 00	\$697,800 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$295,900 00
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C — PROGRAM

I. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial service. Maintains reports and statistics, and processes complaints.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$165,822 10	\$5,655 00	\$3,625 00	\$200 00	\$300 00	\$175,602 10

Personal Services: Performance under this program is divided among the following sections:
 Administrative Section: Building Commissioner, Deputy Building Commissioner, Executive Secretary, Assistant Executive Secretary, Senior Legal Assistant, Legal Assistant, 2 Principal Clerks, Motor Equipment Operator.
 General Services: 2 Head Administrative Clerks, 2 Head Clerks, Supervisor of Street Numbering, Street Numbering Inspector, Senior Cashier, 18 Clerical Employees.
 Overtime for work indexing, cataloging, or recording of applications, permits, and other records, \$11,300.00.

Contractual Services: Servicing of office equipment, \$400.00; carfares, \$150.00; professional service and recording of hearings, \$500.00; print revisions of Building Code and binding of records, \$3,000.00; telephone service, \$105.00; recording and judicial services, \$200.00; photography, \$300.00; teletype, \$1,000.00.

Supplies and Materials: Gas, oil, and automotive parts, \$500.00; postage, cards, forms, stationery, \$3,000.00; flashlights, bulbs, batteries, wrapping paper, \$125.00.

Current Charges and Obligations: Dues and subscriptions, \$145.50; premiums on surety bonds, \$50.00; license and registration, \$4.50.

Equipment: Library books, \$300.00.

2. ISSUANCE OF PERMITS AND LICENSES

Receives applications and issues licenses for the keeping and storage of inflammables; grants permits for maintenance of public and private garages; and licenses, supervises, and inspects public parking areas. During the year 841 licenses and permits were issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
3	\$13,885 20	\$600 00	\$1,000 00	\$15,485 20

Personal Services: Chief Permit Supervisor, Principal Clerk, Investigator.

Contractual Services: Carfare, \$450.00; telephone service, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,000.00.

3. PLAN EXAMINATIONS AND TECHNICAL INVESTIGATION

Examines and checks all plans for the erection, alteration, and extension of buildings. During the past year 1,328 plans for building construction or alterations were checked. The division also interprets the zoning law, examines all plans and applications for conformance with zoning law, and revises the zoning maps. During the year 1,713 plans and applications were acted upon.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
9	\$51,406 90	\$195 00	\$545 00	\$52,146 90

Personal Services: Technical Assistant, 5 Senior Construction Engineers, Zoning Administrator, 2 Building Plan Examiners.

Contractual Services: Telephone, \$45.00; carfares \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$270.00; engineering supplies, \$275.00.

4. CONSTRUCTION AND SAFETY EXAMINATIONS

Inspects all buildings in the process of erection or alteration for complete compliance with plans filed. Corrections necessary are reported, and any violations of building or zoning laws are noted and followed up. During the past year 3,634 inspections were made. The egress inspectors examine all buildings, including halls, places of assembly, apartment buildings, etc., as to proper and sufficient means of egress. During the year 29,180 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
38	\$176,460 00	\$6,620 00	\$1,900 00	\$184,980 50

Personal Services: Performance under this program is divided among the following sections:

Construction and Safety Section: Head of Construction and Safety, 2 Chief Building Inspectors, 26 Building Inspectors.

Egress Section: Chief Egress Inspector, 2 Senior Egress Inspectors, 1 Egress Inspector, 5 Zoning-Egress Inspectors.

Overtime: Inspections on special occasions such as New Year's Eve in places of assembly, \$450.00.

Contractual Services: Carfares, \$6,250.00; telephone, \$370.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,900.00.

5. MECHANICAL INSPECTIONS

Inspects all sprinkler and standpipe installations, alterations, repairs, or replacements, and passes on the requirements for sprinklers in buildings. During the year 7,002 inspections and tests were made.

Inspects all plumbing installations, repairs, and replacements, reviews the layout for plumbing systems in large buildings, and passes on the use of various types of plumbing fixtures and appliances in the city. During the year 8,494 inspections and tests were made.

Inspects all gasfitting installations, repairs, and replacements; investigates all accidents due to use of gas and passes on approval for use in Boston of various gas-consuming fixtures and appliances. During the year 17,257 inspections and tests were made.

Inspects all elevator and dumb-waiter installations, alterations, and repairs, and supervises an annual test of elevators as required by law. Tests and certifies all applicants for licenses to operate freight and passenger elevators and investigates and reports on all accidents in connection with use of elevators. During the past year 8,250 inspections and tests were made and 5,577 licenses issued.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
31	\$136,431 05	\$5,055 00	\$430 00	\$141,916 05

Personal Services: Performance under this program is divided among the following sections:

Sprinkler Inspection Section: Head of Mechanical Inspection, Chief Sprinkler Inspector, 3 Inspectors.

Plumbing Inspection: Chief Plumbing Inspector, 7 Inspectors.

Gas Fitting Inspection: Chief Gas Fitting Inspector, 7 Inspectors.

Elevator Inspection: Chief Elevator Inspector, 9 Elevator Inspectors.

Overtime: The preparation of examinations by the Secretary of the Board of Examiners of Gas Fitters, \$250.00.

Contractual Services: Carfares, \$5,000.00; telephone, \$55.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$430.00.

Building Department — Continued

6. ELECTRICAL INSPECTIONS

Inspects all installations of wiring systems for light, heat, and power, and passes on the use of electrical appliances. During the past year 33,800 inspections were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
24	\$120,994 25	\$5,275 00	\$1,400 00	\$127,669 25

Personal Services: Superintendent of Electrical Inspection, Chief Electrical Inspector, 22 Inspectors.

Contractual Services: Carfares, \$5,000.00; telephone, \$275.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	35	\$165,822 10	\$5,655 00	\$3,625 00	\$200 00	\$300 00	\$175,602 10
2. Issuance of Permits and Licenses	3	13,885 20	600 00	1,000 00	—	—	15,485 20
3. Plan Examinations and Technical In- vestigations	9	51,406 90	195 00	545 00	—	—	52,146 90
4. Construction and Safety Examinations	38	176,460 50	6,620 00	1,900 00	—	—	184,980 50
5. Mechanical Inspections	31	136,431 05	5,055 00	430 00	—	—	141,916 05
6. Electrical Inspections	24	120,994 25	5,275 00	1,400 00	—	—	127,669 25
TOTALS	140	\$665,000 00	\$23,400 00	\$8,900 00	\$200 00	\$300 00	\$697,800 00

DEMOLITION OR RESTORATION OF ABANDONED BUILDINGS

1-02-35

This appropriation is made to cover the expenses incurred in carrying on the program of securing and removing unsafe buildings, the program to ascertain that every dwelling meets at least the minimum standards for human habitation and in coordinating the activities of various city departments with respect to the demolition or restoration of abandoned properties and to the disposition of vacant demolition sites.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget Requested by Department	1959 Budget Recommended by Mayor	Approved
Special Appropriation: Demolition or Restoration of Abandoned Buildings	\$4,729 45	\$18,378 34	\$214,000 00	\$468,121 00	\$250,000 00	

BOARD OF APPEAL, BUILDING DEPARTMENT

1-02-32

The Board of Appeal is empowered to review the decisions of the Building Commissioner with respect to the building and zoning laws administered by him. Applications for review are received, hearings are held, a detailed record is kept of the proceedings, and the decisions of the Board are recorded in writing.

During the past year 215 appeals were received; 33 were sustained, 155 were sustained with provisos, 30 were dismissed, 2 withdrawn, 4 are pending, 136 hearings were held.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$27,705 79	\$27,689 18	\$29,289 00	\$29,874 00	\$29,874 00	
Contractual Services . .	1,217 25	1,072 35	1,400 00	1,700 00	1,400 00	
Supplies & Materials . .	551 23	467 41	500 00	600 00	600 00	
Equipment	—	—	—	623 00	223 00	
TOTALS	\$29,474 27	\$29,228 94	\$31,189 00	\$32,797 00	\$32,097 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$4,000 00
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C — PROGRAM

1. REVIEW OF APPEALS REGARDING BUILDING AND ZONING LAWS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
8	\$29,874 00	\$1,400 00	\$600 00	\$223 00	\$32,097 00

Personal Services: 5 Members, Head Clerk, and 2 Clerical Employees.

Contractual Services: Advertising public hearings in newspapers, \$1,400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$600.00.

Equipment: Typewriter, \$223.00.

BOARD OF EXAMINERS, BUILDING DEPARTMENT

1-02-33

The Board of Examiners is responsible for the examination of persons who desire to act as superintendents of work of erection, alteration, moving, shoring, and taking down buildings and structures. Licenses are issued to those qualified.

During the past year 253 persons were examined. Total licenses now outstanding: total, 2,378; renewals, 2,091; reissues, 130, new licensees, 149.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$8,676 00	\$8,713 64	\$8,924 00	\$8,924 00	\$8,924 00	
3—Supplies & Materials . .	394 27	245 86	350 00	350 00	350 00	
4—Current Charges & Oblig's	5 00	5 00	5 00	5 00	5 00	
TOTALS . . .	\$9,075 27	\$8,964 50	\$9,279 00	\$9,279 00	\$9,279 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$9,000 00
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C — PROGRAM

1. REGULATION OF BUILDERS' LICENSES

Personal Services No.	Amount	Supplies Materials	Current Charges	Total
4	\$8,924 00	\$350 00	\$5 00	\$9,279 00

Personal Services: Chairman, 2 Members, Principal Clerk.

Supplies and Materials: Postage, forms, cards, and stationery, \$350.00.

Current Charges and Obligations: Premium on surety bond, \$5.00.

BEACON HILL ARCHITECTURAL COMMISSION

1-02-34

The Commission was established by the General Court of the Commonwealth to "promote the educational, cultural, economic and general welfare of the public through the preservation of the historic Beacon Hill District, and to maintain said district as a landmark in the history of architecture and as a tangible reminder of old Boston as it existed in the early days of the Commonwealth."

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Beacon Hill Architectural Commission	\$978 08	\$1,070 94	\$1,500 00	\$2,000 00	\$1,500 00	

CIVIL DEFENSE ACTIVITIES

1-02-41

The Civil Defense activities consist of the preparation for carrying out all emergency functions, except those for which military forces other than the National Guard are primarily responsible, for the purpose of minimizing and repairing damage resulting from disasters caused by attack or other hostile action or by natural causes.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$50,573 38	\$52,776 47	\$54,050 00	\$58,463 00	\$57,962 00	
Contractual Services . .	16,964 81	15,275 05	15,100 00	17,078 00	16,078 00	
Supplies & Materials . .	2,927 72	2,066 85	1,740 00	1,640 00	1,140 00	
Current Charges & Oblig's	43 00	292 34	170 00	198 00	198 00	
Equipment	60 93	—	—	—	—	
TOTALS	\$70,569 84	\$70,410 71	\$71,060 00	\$77,379 00	\$75,378 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. PLANNING THE MOBILIZATION OF COMMUNITY RESOURCES FOR EMERGENCIES

General supervision and direction of departmental activities. Provides clerical and stenographic services. Responsible for Civil Defense planning, survey, enrollment, and control center activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
12	\$57,962 00	\$16,078 00	\$1,140 00	\$198 00	\$75,378 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Secretary.

General Services Section: 4 Clerical Employees.

Operation Section: Deputy Director, 5 Assistant Directors.

Overtime: \$500.00.

Contractual Services: Telephone service, \$9,120.00; electricity for sirens, \$1,458.00; maintenance of air warning equipment, \$3,500.00; transportation expenses to attend meetings and test exercises at the control centers, \$1,000.00; express charges, \$100.00; printing of instructions, \$400.00; repairs to equipment, \$500.00.

Supplies and Materials: Gas, tires, and parts, \$500.00; postage, forms, cards, and stationery, \$600.00; miscellaneous supplies and materials, \$40.00.

Current Charges and Obligations: Registration of automobiles and trucks, \$100.00; rental of water cooler, \$98.00.

BOSTON TRAFFIC DEPARTMENT

1-02-51

The Boston Traffic Department establishes rules and regulations for the control of vehicular street traffic in Boston and is responsible for the erection, repair, and maintenance of traffic signs, signals, parking meters, and other mechanical traffic control devices.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$512,682 56	\$524,248 66	\$520,750 00	\$525,942 00	\$520,750 00	
2—Contractual Services . . .	98,178 16	103,965 44	148,000 00	172,100 00	164,700 00	
3—Supplies & Materials . . .	67,871 71	84,007 12	80,432 00	80,220 00	75,820 00	
4—Current Charges & Oblig's	723 50	1,531 63	847 00	890 00	890 00	
5—Equipment	1,022 80	20,513 28	15,000 00	45,060 00	34,700 00	
7—Structures & Improvements	—	—	—	50,000 00	50,000 00	
TOTALS	\$680,478 73	\$734,266 13	\$765,029 00	\$874,212 00	\$846,860 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$565,100 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial service; prepares reports and maintains the vehicular traffic code; performs cleaning and custodial work in the Department building and garage, totaling 26,500 square feet.

Responsible for the operation and maintenance of all motor vehicles. The vehicles include 23 trucks, 8 passenger cars, and 3 line-marking machines.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$78,421 00	\$18,775 00	\$12,805 00	\$600 00	\$600 00	\$111,201 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Chief Engineer, Deputy Commissioner and Secretary.

General Services Section: Head Administrative Clerk, 6 Clerical Employees, Motor Equipment Operator.

Building Maintenance Section: Building Maintenance Man, Traffic Sign Maintenance Man.

Motor Equipment Maintenance Section: 3 Repairmen.

Contractual Services: Telephone service, \$1,175.00; electricity for plant, \$3,600.00; gas for heating, \$200.00; carpentry, \$500.00; electrical repairs, \$300.00; repairs and maintenance of boilers, \$2,300.00; building repairs, \$1,050.00; A.D.T. burglar alarm system, \$850.00; repairs to 30 vehicles in fleet, \$2,000.00; servicing of office equipment, \$300.00; travel expenses to National Safety Council, \$200.00; advertising and posting of amendments to traffic rules, \$2,900.00; window cleaning service, \$550.00; towel service, \$350.00; printing traffic rules and regulations reports, \$1,100.00; repairs to tools, \$200.00; servicing of elevator, \$500.00; relocate gas pump, \$700.00.

Supplies and Materials: Gasoline, oil, grease, \$4,560.00; tire tubes, motor accessories, \$1,440.00; laundry, cleaning, custodial supplies and materials, \$500.00; fuel oil, \$3,500.00; first aid supplies, \$5.00; postage, cards, forms, and stationery, \$2,000.00; garage tools, \$200.00. Miscellaneous Supplies and Materials, \$600.00.

Current Charges and Obligations: Water taxes, motor vehicle registration, dues and subscriptions, \$485.00; rentals, \$80.00; insurance, \$35.00.

Equipment: Library books, \$100.00; miscellaneous equipment, \$500.00.

2. TRAFFIC PLANNING AND ENGINEERING

Responsible for the making of traffic engineering studies and surveys to discover major and minor measures for relief of vehicular traffic congestion; making technical studies, including intersection counts to determine need for timing of traffic signals and location of pavement painting; making parking surveys to provide for more equitable distribution of street parking opportunities.

Average annual statistics are as follows: 175 traffic engineering studies, 22 street parking surveys, 150 intersection vehicular volume counts, 160 other technical studies, 883 complaints and suggestions investigated.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$96,741 00	\$2,900 00	\$600 00	\$50 00	\$2,260 00	\$102,551 00

Personal Services: Associate Traffic Engineer, Senior Electrical Engineer, 3 Senior Traffic Engineers, Junior Civil Engineer, Senior Civil Engineering Aid (Draftsman), Chief Traffic Investigator, 9 Senior Traffic Investigators, 2 Traffic Investigators. Overtime for Traffic Engineers and Investigators, \$1,000.00.

Contractual Services: Telephone service, \$700.00; servicing of office equipment, \$100.00; carfares and mileage, \$2,000.00; photographing and blueprinting, \$75.00; printing and binding, \$25.00.

Supplies and Materials: Traffic engineering forms, \$200.00; drafting supplies, \$400.00.

Current Charges and Obligations: Membership in the Institute of Traffic Engineers, \$40.00; dues and subscriptions, \$10.00.

Equipment: Library books, \$60.00; 1 automobile, \$2,200.00.

3. TRAFFIC SIGN INSTALLATION AND MAINTENANCE

Prepares, installs, and maintains visual mechanical control devices designed to guide and control moving and standing vehicles and pedestrians on 745.5 miles of public streets and 192 bridges; maintains all pavement markings and curb painting and supervises roping of streets for parades. Traffic signs are prepared by Paint Shop personnel.

Average annual statistics for the section are as follows: 34,330 traffic signs maintained, 6,244 new signs painted and erected, 6,814 signs reconditioned, 213 miles of roadway safety lines painted, and 1,262 loading zones painted and maintained on curbs, involving 34,276 linear feet of painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
23	\$91,407 00	\$77,450 00	\$43,355 00	\$5,400 00	\$217,612 00

Personal Services: Traffic Sign Supervisor, Senior Traffic Paint Inspector, Traffic Sign Foreman, Principal Clerk, 3 Painters, 4 Heavy Motor Equipment Operators, Working Foreman Traffic Sign Maintenance Man, 11 Traffic Sign Maintenance Men. Temporary Employees: Traffic Sign Maintenance Man for seasonal roadway painting for 6 weeks, \$1,250.00. Overtime: painting of loading zones and the installation of traffic signs in the downtown area requires that the work be done on Sundays, \$1,500.00.

Contractual Services: Telephone service, \$500.00; repair of machinery and tools, \$500.00; roping of streets for parades, \$6,000.00; carfares, \$200.00; express charges, \$50.00; servicing of office equipment, \$25.00; other equipment, \$175.00; painting of crosswalks, center lines, etc., \$65,000.00; painting of posts, \$5,000.00.

Supplies and Materials: Chemical cleaners for traffic sign plates, \$500.00; brooms, brushes, etc., \$300.00; traffic sign shop forms, \$50.00; building materials and supplies, \$6,740.00; traffic sign blanks, paints, scotchlite, \$32,000.00; general operating supplies, \$1,160.00; repair parts for spray guns, air compressor, and marking machine, \$2,050.00; tools, \$500.00; wearing apparel, \$50.00; first aid supplies, \$5.00.

Equipment: 1 truck, \$2,800.00; signal equipment, \$1,850.00; tools, \$450.00; exhaust fan, \$300.00.

4. ELECTRIC TRAFFIC SIGNAL INSTALLATION AND MAINTENANCE

Installs and maintains electric traffic control devices designed to guide and control the moving vehicles and pedestrians that use the public streets. The signals maintained include 228 sets of pretimed traffic signals, 2 set of traffic actuated signals, 101 sets of pedestrian signals, 58 warning flashers, and 4 sets of bridge signals (manuals).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Total
20	\$83,751 00	\$55,780 00	\$7,855 00	\$25,715 00	\$50,000 00	\$223,101 00

Personal Services: Traffic Signal Supervisor, Assistant Traffic Signal Supervisor, Chief Traffic Signal Inspector, 4 Traffic Signal Inspectors. Principal Clerk Typist, 2 Electrical Equipment Repairmen, 2 Working Foremen Traffic Signal Repairmen, 8 Traffic Signal Repairmen.

Contractual Services: Telephone service, \$680.00; electricity for traffic signals, \$53,200.00; repairs to machinery and tools, \$75.00; carfare and mileage, \$1,100.00; servicing office equipment, \$25.00; relocation of traffic signal posts, \$675.00; express charges, \$25.00.

Supplies and Materials: Cleaning material, \$200.00; miscellaneous hardware, \$400.00; traffic signal supplies, \$5,000.00; electric conduit, ground clamps, electrical supplies and tools, \$2,100.00; first aid supplies, \$5.00; record forms, \$100.00; wearing apparel, \$50.00.

Equipment: 2 trucks, \$5,000.00; 1 typewriter, \$200.00; chairs and cabinets, \$500.00; signal equipment, \$19,240.00; miscellaneous equipment, \$775.00.

Structures and Improvements: Automatic Traffic Control Signals, \$50,000.00.

5. PARKING METER MAINTENANCE AND COLLECTIONS

Responsible for the maintenance and general surveillance of parking meter installations; paints and maintains parking meter lines and overhauls parking meter mechanisms. Collections are made from receptacles, and are deposited with the First National Bank for counting and recording.

Average annual statistics are as follows: 8,300 parking meters maintained, 620,000 individual meter collections at rate of 75 collections per year per meter, and \$497,493.00 collected in meter revenues.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
35	\$141,469 00	\$9,275 00	\$11,055 00	\$240 00	\$725 00	\$162,764 00

Personal Services: Parking Meter Supervisor, Senior Parking Meter Collector, Principal Account Clerk, 7 Parking Meter Collectors, 5 Motor Equipment Operators, Parking Meter Maintenance Foreman, 10 Parking Meter Maintenance Men, Head Parking Meter Repair and Maintenance Man, 2 Parking Meter Clock Repairmen, 5 Parking Meter Repairmen, Laborer.

Temporary Employees: Vacation supply, \$1,500.00. Overtime, \$750.00.

Contractual Services: Telephone service, \$825.00; servicing of office machines and appliances, \$25.00; repairs and servicing of meter tools and equipment, \$1,975.00; carfares, \$900.00; periodic investigations by Pinkerton, \$1,500.00; miscellaneous freight and express charges, \$50.00; accounting of receipts, \$4,000.00.

Supplies and Materials: Household supplies, \$300.00; forms and stationery, \$100.00; posts, parking meter clock and general repair parts, \$10,500.00; first aid supplies, \$5.00; wearing apparel, \$150.00.

Current Charges and Obligations: Premium on surety bonds, \$240.00.

Equipment: Miscellaneous equipment, \$725.00.

Boston Traffic Department — Continued

6. TRAFFIC SAFETY EDUCATION

Develops a program for pedestrian and vehicular safety through public addresses, demonstrations, participation in conference groups, the use of radio, motion pictures, the press, photographs, store window displays, and street marking of fatal accident spots. A program of making radar surveys of motor vehicle speeds has been initiated to provide information for use in driver safety education. This division participates in the city's driver training school and in driver training in the Boston public schools.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
6	\$28,961 00	\$520 00	\$150 00	\$29,631 00

Personal Services: Director of Traffic Safety Education, Assistant Director of Traffic Safety Education, 2 Driver Training Inspectors, and 2 Clerical Employees.

Contractual Services: Telephone service, \$320.00; servicing of office equipment, \$25.00; mileage, \$100.00; repair of apparatus, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$50.00; motion picture films, \$100.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administration and General Services	16	\$78,421 00	\$18,775 00	\$12,805 00	\$600 00	\$600 00	—	\$111,201 00
2. Traffic Planning and Engineering	19	96,741 00	2,900 00	600 00	50 00	2,260 00	—	102,551 00
3. Traffic Sign Installations and Maintenance	23	91,407 00	77,450 00	43,355 00	—	5,400 00	—	217,612 00
4. Electric Traffic Signal Installation and Maintenance	20	83,751 00	55,780 00	7,855 00	—	25,715 00	\$50,000 00	223,101 00
5. Parking Meter Maintenance and Collections	35	141,469 00	9,275 00	11,055 00	240 00	725 00	—	162,764 00
6. Traffic Safety Education	6	28,961 00	520 00	150 00	—	—	—	29,631 00
TOTALS	119	\$520,750 00	\$164,700 00	\$75,820 00	\$890 00	\$34,700 00	\$50,000 00	\$846,860 00

with the present one discloses that some volumes are missing. One loss in particular, Thomas Morton's "New English Canaan," is a severe one. For this rare volume there has been substituted a copy from the collection of the late Charles Francis Adams, Jr., of an edition of Morton's book made for the Prince Society. Other books of the collection have been mutilated in part by hard usage, from frequent removals, rot, and lack of proper care, but mostly at the hands of autograph collectors who, in many cases, have not hesitated to cut or tear the top or even the middle of title pages.

It was the wish of John Adams that the library should be placed in "an apartment of the building to be hereafter erected for a Greek or Latin School or Academy," and a provision for this academy was made in another deed. After a number of transfers from one place to another, this library was placed, in 1882, in the Thomas Crane Public Library of Quincy.

The library remained in the custody of the Thomas Crane Library for nearly 10 years but was practically unused, for it was of a character little calculated to interest readers in a small community. Recognizing that works of this sort could only be made serviceable when used in connection with the resources of a large assemblage of literature, inviting to scholars and students, the supervisors of the Adams Temple and School Fund of Quincy voted, November 29, 1893, to transfer the Adams collection to the Boston Public Library. On December 6, 1893, the trustees of the Boston Public Library voted to accept this transfer.

Among other valuable and interesting works may be especially designated Henri Estienne's

annos.

edition of "Plato's Works" in three folio volumes (Paris, 1578) enriched by the autographs of John and John Quincy Adams; Winslow's "Good News from New England" (1624); John Marshall's "Life of Washington," each of the five volumes containing an autograph presentation from the author to John Adams; and Joseph Warren's "Massacre Oration of 1772," an autographed presentation copy.

Among the numerous autographs are those of James Otis, Elbridge Gerry, T. Brand Hollis, Dr. Benjamin Rush, as well as manuscript notes by Thomas Prince and numerous annotations by John Adams in Mary Wollstonecraft Godwin's "French Revolution," Davila's "Histoire des Guerres Civiles," and Rousseau's "Discourse upon Inequality."

Many volumes contain the bookplates of John Adams, John Quincy Adams, and Charles Francis Adams, the Elder. These bookplates of the son and grandson of John Adams are evidence that they and, doubtless, later members of the Adams family added to the collection as it originally stood in 1823. At that time, the number of volumes was 2,756. In 1883 the number was 2,804, and in 1917 the total enumeration was 3,019.

The Boston Public Library is more than a storehouse for books. It is a source of unlimited service for Bostonians of all ages and callings. Verily, might the grand old building, with its impressive statues and inscriptions immortalizing the learned, murmur, "*Nil humanum alicui est.*"

And we of Boston and, in fact, of all the world greet her on her first centenary—*Ad multos annos.*

with earphones which block out sound for them and keep recordings from annoying others in the room. Each machine accommodates eight, is of broadcasting frequency, and reproduces with high fidelity of tone. The young adults' library assists teachers in selecting and preparing special programs of reading, dramatics, science, or whatsoever is requested. This club work, in general, includes all schools and organizations interested. Nobody is neglected.

The Teachers' Department is very popular. It has an excellent collection of reference books, texts, periodicals, catalogues, indexes, encyclopedias, courses of study, audio-visual material, alumni directories, civil service examinations, an excellent file on educational tests, current pamphlet material, vocational information, textbooks on every subject (the blind, deaf, or otherwise exceptional), music, religion, and illustrative pictures for classroom circulation. No phase of learning is overlooked. This department is indeed a haven for teachers.

The preceding list of activities is varied but not all-inclusive. Children interested in puppets are taught how to make them, how to construct their own scenery, how to write their own plays. Clubs for all age groups flourish, albeit the titles challenge. Who would interpret the NERTS to mean the North End Reading Teensters, or the Keen Teens to be from the Jamaica Plain suburb, or the BOLOS to be the Book Lovers of the North End Boys' Club? Good grooming and good manners are inculcated. Pen-pals in foreign countries are found. And the teen-agers are happy to act as ushers at library functions. Film programs are arranged for all ages, and music appreciation is augmented by records from the audio-visual collection. Film publications cover practically all spheres of learning.

The Never-too-late Club, the lectures, the public forums, the courtyard concerts, the special exhibits, the extensive law library—all contribute to prove during this centennial that the first great public library has become a vital part of Boston.

A fascinating bit of Americana, now an integral part of the Boston Public Library, is the John Adams library. The value of the library of John Adams is, in part, a sentimental one. He was one of the United States Commissioners to France and Minister to Holland during the American Revolution. While in Paris and at

The Hague, Adams collected many of the volumes of which he made use in writing his "Defence of the Constitutions of Government of the United States." Years later, he became the second President of the nation. He gathered volumes when he was a student at Harvard College until the day of his death, the 50th anniversary of the Declaration of Independence, July 4, 1826. The Adams Library is an admirable specimen of the intellectual tastes of an American gentleman of the 18th Century. It contains not only many of the Greek, Latin, French, and English classics, but also a considerable number of works on law, commerce, and agriculture. Special significance to the collection is given by the number of books on the constitutional and political history of various countries, among them a number of histories of the Italian republics. With the exception of the library of Colonel William Byrd of Virginia, which contained 3,438 volumes, the Adams Library is probably the largest private collection of books of its day made in this country.

Possession of this historic collection by the Boston Public Library is in itself interesting. In 1822 John Adams, then in his 87th year, presented the Town of Quincy, Mass., with (to use the wording of the deed): "the fragments of my Library, which still remain in my possession, excepting a few that I shall reserve for my consolation in the few days that remain to me."

Upon this gift Adams imposed several conditions, not an unusual custom in writing deeds. The first condition was that a catalogue of the books be made and printed. This catalogue was prepared and issued under the title "Deeds and other documents relating to the several pieces of land, and to the Library presented to the town of Quincy by President Adams, together with a catalogue of the books" (Cambridge, 1823). This catalogue is not of much use, since the titles are arranged neither alphabetically under the authors' names nor under the subjects of which they treat, but according to the languages in which the books are printed and, to some extent, according to the sizes of the volumes.

Another condition of the deed was that "none of the books shall ever be sold, exchanged, or lent, or suffered to be removed from the apartment, without a solemn vote of a majority of the superintendents." This condition has not been complied with, for a perusal of the first catalogue

Truly, this is a service of incalculable value in a world accustomed to reading headlines only.

The Bookmobile, which brings the library to any group interested, circulates in one year more books than any one of the branch libraries. Its capacity is 3,500 volumes. The Bookmobile runs on a weekly schedule to parts of the city where branch libraries are not conveniently located. It visits the airport and serves the 3,500 employees. During the summer it has a regular schedule to playgrounds and crowded housing projects. In the winter the Bookmobile is a regular school adjunct.

Summer reading clubs are organized to occupy children during the off-school season. Many schools co-operate by giving special credit in English to pupils who receive certificates showing they have met the requirements of the club. Sometimes this club interest includes an old coin exhibit, a stamp collection, and a trip to Concord, Lexington, Salem, or other historic places, connecting the printed word with the actual scene. Colored portrait plates of such interest as the Pukini and Kainab Tribes of Blackfeet Indians; pen and ink drawings; photography exhibits; making land available around the branch libraries for use as summer gardens by boys and girls; and a perusal of travel folders and special selections of books, broadsides, and pictures—these are but a few of the devices offered to arouse interest in the many types of books available. Science, sports, comedy, small fry, holiday reading, religious personages, travel, photography, astronomy, hobbies, music—the list seems endless but is designed to further a love of reading in all of the children of all of the people.

In the Open Shelf Department is a young adults' section. Special book lists are prepared for the group from 14 through 25 years of age. The librarian of this section answers all inquiries, makes suggestions, and plans special programs including music appreciation, recordings, films, film forums, book discussion groups, and drama recordings with original sound track of the best theatrical productions. In connection with "Career Week" in the public schools, the vocational work of the library is outstanding, the material rich, and the exhibits most successful. In the young adults' section, the library has two sound reproducing machines with a program that changes every fortnight. Young adults listen

are impressive yet they do not include similar distributions by the branch libraries and the Teachers' Department. Add to this a store of 27,641 lantern slides for which 77 permits to show were granted, and a loaning to the schools of 2,661 lantern slides.

There are 33 branch libraries in various parts of the city to supplement the services of the Central Library. One branch, the Kirstein Business Branch, is devoted strictly to business. Twenty-six of these branches have regular story hours. Some branches have inadequate facilities for story-telling but every effort is made to include them in the story cycle. Nearly every school child in the grades has come under the spell of Mr. and Mrs. John Cronan and Mrs. Margaret Powers who visit the schools and spin their magic to eager ears. At the Central Library there is scheduled a regular story hour.

In 1952 there were 187 story hours in third-, fourth-, and fifth-grade classrooms. Children's librarians visited 175 schools, sometimes on a repeat demand performance, so that 2,274 class visits were made during the year 1952. Not only does the library go to the schools but the schools visited the library. In one year, 119 school classes visited the Central and branch libraries for special story hours and guided tours. No child, after a tour of the Central Library, will ever forget the beauty of the murals by Puvis de Chavannes, the picture portrayal of the Holy Grail by Abbey, or the wonderful paintings by Sargent. On these tours, many learn for the first time that the 15 mysteries of the Rosary have been beautifully portrayed by Sargent. The tour also includes the special exhibits, the patent collection, Federal and United Nations papers, rare tomes, music manuscripts, and the special exhibits of the day. Those who take the tours may also listen to reviews of the latest books, register for a library card, and learn of the proper use of the library, its card catalogue, and reference books—in short, learn how to get the most service out of the library.

Children of preschool age are not forgotten. While their mothers shopped, 151 story periods of 45 minutes' length were held for the children. These story periods are growing in popularity in the branches as well as at the Central Library. The year 1952 recorded 1,035 story hours in the Central and branch libraries, attended by 35,219 pupils. Special groups listened to 54 story hours.

Boston Public Library—A Centennial of Service, 1854-1954

By FREDERICK J. CILLIS

Assistant Superintendent, Boston Public Schools

THE PERIOD OF 1953-54 marks the centennial of the opening of the Boston Public Library in two-room quarters on Mason Street in 1854. Two years earlier, the newly appointed board of trustees had submitted to the Mayor of Boston the first annual report which has become one of the significant documents in library history. During the coming months it is proposed that the centennial be observed in a number of ways, one of them being the announcement of the creation of one or more new departments within the library as the result of anniversary gifts. The desire to create new departments within the library poses the question: What services and departments has this, the first great public library, now celebrating its centenary, already developed to aid its patrons, the residents of Boston and its environs?

The library has frequently been called "The University of the People," and with good reason it is considered a close adjunct to the educational pattern of Boston. It has a general section devoted to children; has story hours for varied ages; sponsors a bookmobile service which brings the library to any street corner; serves the schools in many ways; has a thriving young adults' section; a teachers' department; summer reading activities, such as a monthly News; reading lists for preschool, for third through sixth grades, for junior high grades; "Books on Parade" for children's reading; "Summer Reading Clubs"; "Spotlight on New Books" for young adults; lectures; a film library; and many other services.

In the Open Shelf Department of the Central Library is the children's section. Here are found books suitable for children from the second half of the first grade through the junior high school. It is generously patronized by the children. The young ones come again and again to view the large diorama of "Alice in Wonderland" which is on permanent exhibition. The children's section is on permanent exhibition. The children's section is on permanent exhibition.

The Fine Arts Department has a collection of mounted pictures for use in the schools numbering 117,958 and 130,762 post cards to supplement the mounted pictures. These mounted pictures were circulated 22,716 times. These figures

The inauguration of the children's room occurred in 1895, the same year that the library started interchange of deposits with schools. This service to schools is truly outstanding. In one year, 695 teachers received deposits of books especially selected for the grade level. This distribution covered 187 schools and included 35,233 books—a circulation of 227,798—with an intensified program for children in the special classes. Certainly, every Boston school child has the advantages of a central library delivered directly to his desk.

The Fine Arts Department has a collection of mounted pictures for use in the schools numbering 117,958 and 130,762 post cards to supplement the mounted pictures. These mounted pictures were circulated 22,716 times. These figures

LICENSING BOARD

1-02-52

The Licensing Board consists of three persons who are appointed by the Governor. They have authority to grant licenses for the sale of liquors and various miscellaneous licenses, and to hold hearings, upon presentation of evidence by the Police Department, relative to violations of the terms of licenses granted by the Board.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$89,175 00	\$94,567 00	\$95,800 00	\$97,353 00	\$96,500 00	
Contractual Services . . .	4,294 00	5,286 00	8,445 00	9,105 00	8,700 00	
Supplies & Materials . . .	6,398 00	6,730 00	6,865 00	6,865 00	6,865 00	
Current Charges & Oblig's . . .	10,648 00	11,008 00	12,796 00	12,829 00	12,829 00	
Equipment	458 00	321 00	1,000 00	1,090 00	1,050 00	
TOTALS	\$110,973 00	\$117,912 00	\$124,906 00	\$127,242 00	\$125,944 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$1,740,025 00

C—PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the supervision and direction of the staff based on policies approved by the Licensing Board; conduct of hearings on applications for miscellaneous types of licenses; hearing evidence presented by the Boston Police Department on violations of regulations. Hearings are held on 750 alcoholic beverages license cases, and 250 hearings on miscellaneous licenses.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$50,280 00	\$1,635 00	\$1,370 00	\$12,655 00	\$80 00	\$66,020 00

Personal Services: Chairman, 2 Commissioners, Executive, Secretary, Executive Assistant, 2 Clerical Employees.

Overtime: To process applications and issue licenses before the New Year, \$150.00.

Contractual Services: Telephone Service, \$400.00; electricity, \$120.00; servicing of office equipment, \$40.00; transportation of persons, \$700.00; witness fees, \$300.00; printing and binding, \$75.00.

Supplies and Materials: Towels, soaps, germicide, electric bulbs, \$20.00; postage, forms, cards, and stationery, \$1,350.00.

Current Charges and Obligations: Rental of office space, \$12,655.00.

Equipment: Library books, \$80.00.

2. ISSUANCE OF LIQUOR AND MISCELLANEOUS LICENSES

Processes applications and issues licenses. In 1957, there were 10,309 applications filed, 10,084 granted, 140 rejected, and 85 withdrawn. An average of 2,395 licenses were issued for innholder and common victualler; 2,155 licenses for lodging houses; 1,215 licenses for entertainment as required by Chapter 299, Acts of 1926; 532 licenses for automatic amusement devices. The remainder were miscellaneous licenses of 9 various classes.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$46,220 00	\$7,065 00	\$5,495 00	\$174 00	\$970 00	\$59,924 00

Personal Services: Head Administrative Clerk, 2 Head Clerks, Assistant Head Clerk, and 6 Clerical Employees. Temporary employees for emergencies, \$500.00.

Overtime: To process applications and issue licenses before the New Year, \$850.00.

Contractual Services: Telephone service, \$1,800.00; electricity, \$480.00; servicing of office equipment, \$160.00; mailing and letter service, \$50.00; circular letter, \$75.00; Stenotypist under contract, \$4,500.00.

Supplies and Materials: Custodial supplies, \$80.00; postage, forms, cards, and stationery, \$5,400.00; wrapping paper, \$15.00.

Current Charges and Obligations: Rental of water cooler, \$174.00.

Equipment: Library books, \$320.00; typewriters, \$475.00; chairs, \$100.00; flags, \$75.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . . .	7	\$50,280 00	\$1,635 00	\$1,370 00	\$12,655 00	\$80 00	\$66,020 00
Issuance of Liquor and Misc. Licenses . . .	10	46,220 00	7,065 00	5,495 00	174 00	970 00	59,924 00
TOTALS	17	\$96,500 00	\$8,700 00	\$6,865 00	\$12,829 00	\$1,050 00	\$125,944 00

PUBLIC WORKS DEPARTMENT

1-03-00

The department's activities are carried on by 8 divisional units; a summary of the unit appropriations in the City Maintenance Budget is given below:

Title	1956 Expenditures		1957 Expenditures		1958 Appropriations		1959 Budget		Approved
							Requested by Department	Recommended by Mayor	
Central Office	\$66,536	29	\$71,488	84	\$71,000	00	\$70,799	00	
Bridge Service	834,691	63	877,921	87	719,499	00	837,691	00	
Paving Service	1,540,005	65	1,600,040	04	1,459,475	00	1,800,768	00	
Survey Division	116,152	72	113,727	57	95,700	00	107,202	00	
Lighting Service	1,506,630	87	1,606,626	84	1,732,982	00	1,846,729	00	
Sewer Service	905,067	79	786,871	90	910,158	00	821,578	00	
Sanitary Service	4,843,072	35	4,939,739	05	5,004,639	00	5,372,629	00	
Automotive Division	677,500	16	686,411	89	692,880	00	972,873	00	
TOTALS	\$10,489,657	46	\$10,682,828	00	\$10,686,333	00	\$11,830,269	00	\$10,690,771 00

The foregoing statistics are combined in the following summary by objects of expenditure:

Group	1956 Expenditures		1957 Expenditures		1958 Appropriations		1959 Budget		Approved
							Requested by Department	Recommended by Mayor	
1—Personal Services	\$5,129,406	77	\$5,284,903	56	\$5,351,677	00	\$5,786,629	00	\$5,282,609 00
2—Contractual Services	4,354,744	18	4,517,290	68	4,563,280	00	4,629,446	00	4,556,661 00
3—Supplies & Materials	409,136	56	384,086	61	387,520	00	545,602	00	399,470 00
4—Current Charges & Oblig's	13,378	04	11,047	39	14,296	00	14,677	00	14,677 00
5—Equipment	13,965	58	69,167	74	87,560	00	271,915	00	137,354 00
7—Structures & Improvements	568,926	33	416,332	02	282,000	00	582,000	00	300,000 00
8—Land & Improvements	100	00	—	—	—	—	—	—	—
TOTALS	\$10,489,657	46	\$10,682,828	00	\$10,686,333	00	\$11,830,269	00	\$10,690,771 00

In addition to the above, the Public Works Department includes the following activities which are shown in the Income Section of the budget: Automotive Division, Water Section; Sumner Tunnel; Water Service. In the pages that follow the detail applicable to each of the 8 divisional units of the department is presented.

CENTRAL OFFICE, PUBLIC WORKS DEPARTMENT

1-03-51

The Central Office is the administrative office of the Public Works Department and includes personnel to assist the Commissioner in the management and control of the activities performed by the several divisions of the department; establishes policies for the department, executes departmental contracts, keeps personnel records, and prepares statistical reports.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$64,206 04	\$67,772 36	\$67,865 00	\$68,639 00	\$68,639 00	
2—Contractual Services . .	923 34	2,656 99	2,000 00	450 00	450 00	
3—Supplies & Materials . .	1,337 91	995 49	1,000 00	1,500 00	1,500 00	
4—Current Charges & Oblig's	24 00	19 00	60 00	60 00	60 00	
5—Equipment	45 00	45 00	75 00	150 00	150 00	
TOTALS	\$66,536 29	\$71,488 84	\$71,000 00	\$70,799 00	\$70,799 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	<u>\$1,700 00</u>
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C — PROGRAMS

I. ADMINISTRATIVE AND GENERAL SERVICES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$68,639 00	\$450 00	\$1,500 00	\$60 00	\$150 00	\$70,799 00

Personal Services: Commissioner of Public Works, Associate Civil Engineer, Senior Civil Engineer, Executive Secretary, Senior Personnel Officer and Assistant, Contract Supervisor, and 4 Clerical Employees.

Contractual Services: Telephone service, \$200.00; travel expenses, attendance at conventions, \$150.00; binding contracts, etc., \$100.00.

Supplies and Materials: Forms, cards, and stationery, \$1,200.00; postage, \$300.00.

Current Charges and Obligations: Membership fees and subscriptions, \$50.00; premiums on surety bonds, \$10.00.

Equipment: Library books, \$150.00.

BRIDGE SERVICE, PUBLIC WORKS DEPARTMENT

1-03-11

The Bridge Service operates and maintains 8 drawbridges, one drawbridge which is not being operated as such, 35 fixed bridges, and 13 footbridges wholly under the control of the City of Boston and participates in maintenance of one footbridge and 30 additional fixed bridges owned jointly by the city and other agencies such as railroads and neighboring communities.

Studies are made of the need for additional bridges, and preliminary designs are prepared.

The total length of bridges maintained is approximately 60,000 lineal feet, and the total area is approximately 135,000 square yards.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$657,287 14	\$636,377 30	\$643,500 00	\$680,579 00	\$666,000 00	
2—Contractual Services . .	17,114 62	22,167 64	18,374 00	26,830 00	26,600 00	
3—Supplies & Materials . .	17,642 27	24,947 82	16,550 00	22,553 00	21,050 00	
4—Current Charges & Oblig's	386 92	775 06	575 00	375 00	375 00	
5—Equipment	208 09	285 69	500 00	354 00	354 00	
7—Structures & Improvements	142,052 59	193,368 36	40,000 00	107,000 00	75,000 00	
TOTALS	\$834,691 63	\$877,921 87	\$719,499 00	\$837,691 00	\$789,379 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$6,098 00
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C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services		Supplies	Total
No.	Amount	Materials	
4	\$26,601 00	\$50 00	\$26,651 00

Personal Services: Division Engineer, Head Clerk, 2 Clerical Employees.

Supplies and Materials: Postage, \$25.00; cards, forms, and stationery, \$25.00.

2. CONSTRUCTION, RECONSTRUCTION, AND REPAIR OF BRIDGES BY CONTRACT

Performs structural designing, makes engineering studies and surveys, prepares plans and contracts for construction and repair of bridges, inspects and reports on work done, and prepares payments to contractors.

Personal Services No.	Contractual Services Amount	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
15	\$81,180 00	\$315 00	\$1,408 00	\$15 00	\$54 00	\$75,000 00
						\$157,972 00

Personal Services: Principal Civil Engineer, 3 Senior and 3 Assistant Civil Engineers, 3 Junior Civil and Junior Mechanical Engineer, 2 Bridge Construction Inspectors, and 2 Engineering Aids. Overtime, \$500.00.

Contractual Services: Servicing office appliances, \$35.00; travel expense, \$80.00; printing, binding contracts and annual report, \$200.00.

Supplies and Materials: Cards, forms and stationery, \$700.00; blueprint paper and tracing cloth, \$240.00; engineering instruments, \$468.00.

Current Charges and Obligations: Dues and subscriptions, \$15.00.

Equipment: Library, \$54.00.

Structures and Improvements: Repair of bridges: fender repairs, \$40,000.00; deck repairs, \$25,000; mechanical and electric repairs, \$10,000.00.

3. OPERATION OF DRAWBRIDGES

Operates 8 drawbridges; keeps record of water-borne traffic passing through each draw; inspects, cleans, and oils bridge equipment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
109	\$444,562 00	\$23,320 00	\$2,990 00	\$360 00	\$471,232 00

Personal Services: Senior Civil Engineer, Supervisor-Drawtender, 8 Drawtenders, 28 First Assistants, and 70 Assistants, Principal Account Clerk. Overtime, \$28,500 00.

Contractual Services: Telephone service, \$570.00; light, heat and power, \$7,940.00; electrical repairs to motors, switches, etc. \$5,550.00; emergency repairs to bridges and yard facilities, \$6,200.00; repairs to machinery and tools, \$2,705; miscellaneous repairs to bridge equipment, \$250.00; travel expenses, \$5.00; service of flagmen at railroad crossings, \$100.00.

Supplies and Materials: Fuel and heating supplies, \$2,800.00; medical first aid supplies, \$30.00; postage, \$100.00; cards, forms, stationery, \$60.00.

Current Charges: Water taxes, City of Chelsea, \$360.00.

4. MAINTENANCE AND REPAIR OF BRIDGES BY DIVISION FORCES

Makes ordinary repairs to all bridges, including carpentry, mechanical, electrical, and painting.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
28	\$113,657 00	\$2,965 00	\$16,602 00	\$300 00	\$133,524 00

Personal Services: Painter Foreman, 18 Mechanics, including Carpenters, Painters, etc., 5 Motor Equipment Operators, Yardman, and 3 Laborers. Overtime, \$1,000 00.

Contractual Services: Telephone service, \$530.00; electric and gas service, \$660.00; repairs to buildings, \$250.00; repair and maintenance of office machines, \$310.00; travel expenses, \$215.00; cleaning, towel service, \$25.00; freight and express, \$5.00; professional inspections and divers services, \$920.00; miscellaneous, \$50.00.

Supplies and Materials: Fuel oil, \$1,000.00; custodial supplies, \$400.00; first aid supplies, \$20.00; postage, \$150.00; cards, forms, and stationery, \$500.00; miscellaneous supplies, \$14,532.00.

Equipment: Fire hose, \$300.00.

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	4	\$26,601 00	—	\$50 00	—	—	—	\$26,651 00
2. Construction, Reconstruction, and Repair of Bridges by Contract	15	81,180 00	\$315 00	1,408 00	\$15 00	\$54 00	\$75,000 00	157,972 00
3. Operation of Drawbridges	109	444,562 00	23,320 00	2,990 00	360 00	—	—	471,232 00
4. Maintenance and Repair of Bridges by Division Forces	28	113,657 00	2,965 00	16,602 00	—	300 00	—	133,524 00
TOTALS	156	\$666,000 00	\$26,600 00	\$21,050 00	\$375 00	\$354 00	\$75,000 00	\$789,379 00

PAVING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-12

The Paving Service is responsible for the design and construction of streets, reconstruction, repair, and maintenance of existing streets, the installation and maintenance of street signs, processing of applications concerning projections over public highways, and the issuance of permits.

There are 738 miles of streets maintained. When streets are constructed under the provisions of Chapter 90 of the General Laws, approximately one half of the cost is borne by the Commonwealth. Twelve district yards make repairs to street and sidewalk surfaces. There are 39,000 street signs and 775 hero square signs.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,136,059 50	\$1,241,717 47	\$1,218,500 00	\$1,215,538 00	\$1,196,000 00	
2—Contractual Services . .	10,197 34	7,240 13	8,000 00	9,800 00	8,100 00	
3—Supplies & Materials . .	121,407 87	126,109 13	136,725 00	149,725 00	137,175 00	
4—Current Charges & Oblig's	101 50	170 75	300 00	450 00	450 00	
5—Equipment		1,838 90	3,950 00	10,255 00	9,600 00	
7—Structures & Improvements	272,239 44	222,963 66	92,000 00	415,000 00	165,000 00	
TOTALS	\$1,540,005 65	\$1,600,040 04	\$1,459,475 00	\$1,800,768 00	\$1,516,325 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$181,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; prepares payments to contractors for work done; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$60,000 00	\$410 00	\$1,400 00	\$43 00	\$440 00	\$62,293 00

Personal Services: Division Engineer, Assistant, Head Administrative Clerk, Head Clerk, and 7 Clerical Employees. Temporary, \$300.00. Overtime, \$200.00.

Contractual Services: Repairs and servicing of engineering equipment, \$310.00; advertising, \$50.00; printing and binding, \$50.00.

Supplies and Materials: Postage, \$1,000.00; forms, cards, stationery, \$400.00.

Current Charges and Obligations: Dues and subscriptions, \$43.00.

Equipment: Typewriter, \$400.00.

2. ISSUANCE OF PERMITS

Processes applications and issues approximately 10,000 permits for opening and obstructing portions of streets principally by public service corporations and city departments concerned with underground facilities; processes applications and arranges hearings, when necessary, for permits for approximately 17,000 signs and for approximately 400 licenses for sidewalk stands.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
23	\$101,000 00	\$725 00	\$3,105 00	\$100 00	\$1,160 00	\$106,090 00

Personal Services: Permit Supervisor, Assistant Permit Supervisor, Chief Encroachment Investigator, Senior Encroachment Investigator, 4 Inspectors, 5 Principal Clerks, 7 Encroachment Investigators, 1 Cashier, Constable, 1 Senior Clerk.

Contractual Services: Repairing and servicing equipment, \$25.00; travel expenses, \$600.00; printing and binding, \$100.00.

Supplies and Materials: Medical first aid supplies, \$5.00; postage, \$450.00; forms, cards, and stationery, \$2,650.00.

Current Charges and Obligations: Premium on bonds, \$100.00.

Equipment: Office desks and chairs. \$910.00; adding machine, \$250.00.

3. CONSTRUCTION AND RECONSTRUCTION OF STREETS BY CONTRACT

Prepares plans and contracts for roadway and sidewalk construction work; engineering parties furnish line and grade, supervise work done by contractors, and certify payments; inspectors are assigned to streets to assure that work is performed in accordance with specifications and report daily on work progress; operates a laboratory for testing cores taken from roadways and sidewalks constructed; a finals section keeps independent records of work done and certifies final payments to contractors.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
61	\$147,926 00	\$1,330 00	\$3,000 00	\$267 00	\$1,700 00	\$150,000 00	\$304,223 00

Personal Services:

Design Section: 2 Assistant Civil Engineers, Junior Civil Engineer, 2 Senior Engineering Aids.
Engineering Construction: 1 Chief Highway Engineer, 10 Assistant and 3 Junior Civil Engineers, 7 Senior Engineering Aids, 3 Junior Engineering Aids.

Construction Inspection Section: Superintendent of Highway Construction, Chief Highway Construction Inspector, 19 Highway Construction Inspectors, 2 Motor Equipment Operators and Laborers.

Finals Section: 2 Assistant Civil Engineers, 2 Junior Civil Engineers, Senior Engineering Aid, Maintenance Mechanic, Paver, 2 Equipment Operators and Laborers. Overtime, \$2,800.00.

Contractual Services: Telephone service, \$300.00; repairs and servicing of equipment, \$430.00; travel expenses, \$600.

Supplies and Materials: Postage, \$250.00; forms, cards, stationery, \$650.00; building supplies, \$1,000.00; electrical supplies, \$400.00; wearing apparel, \$100.00; miscellaneous supplies, \$500.00.

Current Charges and Obligations: Dues and subscriptions, \$36.00; premium on bonds, \$167.00.

Equipment: Transit, \$1,000.00; core barrels, heads, adaptors, \$700.00.

Structures and Improvements: Reconstruction of streets, \$75,000.00; construction and reconstruction of sidewalks, \$75,000.00.

4. MAINTENANCE AND REPAIR OF STREETS AND SIDEWALKS BY DIVISION FORCES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
251	\$887,074 00	\$5,635 00	\$129,670 00	\$40 00	\$6,300 00	\$15,000 00	\$1,043,719 00

Personal Services: Superintendent of Highway Maintenance, Assistant Superintendent of Highway Maintenance, 11 District Foremen, 36 Inspectors, 46 Mechanics, including Pavers, Painters, Roller Operators, etc., 2 Yardmen, 62 Motor Equipment Operators and Laborers, Traffic Sign Maintenance Man, Senior Clerk Typist, 90 Laborers. Temporary, \$2,714.00. Overtime, \$2,800.00.

Contractual Services: Fuel, \$6,000.00; custodial supplies, \$150.00; medical first aid supplies, \$20.00; postage, \$100.00; forms, cards, and stationery, \$400.00; cold bituminous patch, \$33,745.00; hot bituminous patch, \$42,000.00; cement, \$5,440.00; crushed stone and sand, \$5,060.00; concrete ready mix, \$24,400.00; street asphalt, \$3,500.00; lamp black, \$600.00; miscellaneous supplies, \$11,020.00.

Supplies and Materials: Fuel, \$6,000.00; custodial supplies, \$150.00; medical first aid supplies, \$20.00; postage, \$100.00; forms, cards, and stationery, \$400.00; cold bituminous patch, \$33,745.00; hot bituminous patch, \$42,000.00; cement, \$5,440.00; crushed stone and sand, \$5,060.00; concrete ready mix, \$24,400.00; street asphalt, \$3,500.00; lamp black, \$600.00; miscellaneous supplies, \$11,020.00.

Current Charges and Obligations: Insurance for boiler, \$40.00.

Equipment: Pavement breakers, \$1,200.00; compressor, \$4,100.00.

Structures and Improvements: Street signs, \$15,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
Administrative and General Services	11	\$60,000 00	\$410 00	\$1,400 00	\$43 00	\$440 00	—	\$62,293 00
Issuance of Permits . .	23	101,000 00	725 00	3,105 00	100 00	1,160 00	—	106,090 00
Construction and Reconstruction of Streets and Sidewalks by Contract	61	145,926 00	1,330 00	3,000 00	267 00	1,700 00	\$150,000 00	304,223 00
Maintenance and Repair of Streets and Sidewalks by Division Forces	251	887,074 00	5,635 00	129,670 00	40 00	6,300 00	15,000 00	1,043,719 00
TOTALS	346	\$1,196,000 00	\$8,100 00	\$137,175 00	\$450 00	9,600 00	\$165,000 00	\$1,516,325 00

SURVEY DIVISION, PUBLIC WORKS DEPARTMENT

1-03-14

The Survey Division performs engineering services for the various divisions of the Public Works Department and other city departments. It also performs the administrative and engineering work required by the Public Improvement Commission for its operation.

The principal engineering duties include making plans and estimates for the laying out and improvement of public highways; making surveys relating to the maintenance of street line location records; taking easements for sewerage work; staking out lines and grades for the construction of highways, sewerage, etc; making property surveys of land to be acquired by the city by eminent domain; and making engineering surveys and plans required by other city departments.

The administrative functions performed for the Public Improvement Commission include the processing of petitions, arranging for public hearings, preparing orders to carry out the decisions of the commission, and maintaining the records and files.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$107,041 88	\$103,300 00	\$83,750 00	\$96,701 00	\$88,500 00	
2—Contractual Services . .	2,059 81	2,505 32	3,500 00	3,251 00	3,250 00	
3—Supplies & Materials . .	6,796 22	7,421 75	7,000 00	6,800 00	6,800 00	
4—Current Charges & Oblig's	12 00	—	—	—	—	
5—Equipment	242 81	500 50	1,450 00	450 00	450 00	
TOTALS	\$116,152 72	\$113,727 57	\$95,700 00	\$107,202 00	\$99,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; processes petitions, schedules hearings, prepares orders and records of the Public Improvement Commission for land damages, street and sewer betterments, and eminent domain takings; performs general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
8	\$54,195 00	\$1,330 00	\$5,750 00	\$150 00	\$61,425 00

Personal Services: Chief Engineer, Executive Secretary, Assistant, Head Clerk, and 4 Clerical Employees.

Contractual Services: Repair and maintenance of office machines, \$700 00; travel expense, \$480.00; printing and binding, \$150.00.

Supplies and Materials: Postage, \$200.00; cards, forms, and stationery, \$1,050.00; tracing paper, photographic supplies, etc., \$4,500.00.

Equipment: Library directory, \$150.00.

2. ENGINEERING SURVEYS AND PREPARATION OF PLANS FOR PUBLIC IMPROVEMENTS

Makes surveys and prepares plans for the layout and widening of public ways, easements for sewerage works and eminent domain takings; maintains street line records for use of surveyors, builders, and property owners; prepares reports on construction costs, land damages, and betterments; does photostatic reproduction work for Public Works Department and other city departments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
31	\$34,305 00	\$1,920 00	\$1,050 00	\$300 00	\$37,575 00

Personal Services: Performance under this program is divided among the following sections:

Office Engineering Section: Principal Civil Engineer, 4 Engineering Aids.

Field Engineering Section: Principal Civil Engineer, 9 Assistant Civil Engineers, 6 Junior Civil Engineers, 6 Senior Engineering Aids, 1 Junior Engineering Aids.

Photostat Section: Head Photostat Operator; 1 Photostat Operator and photographer.

Overtime on surveys of off-street parking facilities, \$500.00.

Contractual Services: Repair of engineering instruments, \$200.00; travel expense, \$1,620.00; printing photographs, \$75.00; recording at Registry of Deeds, \$25.00.
Supplies and Materials: Cards, forms, and stationery, \$550.00; engineering supplies, \$400.00; engineering tools and instruments, \$100.00.
Equipment: Engineering and scientific equipment, \$300.00.

D — PROGRAM SUMMARY

Program	Personal No.	Services Amount	Contractual Services	Supplies Materials	Equipment	Total
Administrative and General Services	8	\$54,195 00	\$1,330 00	\$5,750 00	\$150 00	\$61,425 00
Engineering Surveys and Preparation of Plans for Public Improvements	31	34,305 00	1,920 00	1,050 00	300 00	37,575 00
TOTALS	39	\$88,500 00	\$3,250 00	\$6,800 00	\$450 00	\$99,000 00

LIGHTING SERVICE, PUBLIC WORKS DEPARTMENT

1-03-21

The Lighting Service is responsible for the installation, operation, and maintenance by contractors of the street lighting facilities throughout the city, and for the program of replacing gas lights with electric lighting facilities. There are 870 miles of streets lighted by 26,757 electric lamps and 300 gas lamps. It is planned to install 680 electric lamps in place of gas lights in 1959.

A — BUDGET SUMMARY

Group	1959 Budget					
	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	Recommended by Mayor	Approved
-Personal Services	\$21,626 30	\$25,817 95	\$36,762 00	\$45,479 00	\$41,670 00	
-Contractual Services	1,478,599 55	1,572,151 71	1,687,550 00	1,788,100 00	1,782,400 00	
-Supplies & Materials	6,234 25	4,981 81	7,350 00	7,350 00	7,350 00	
-Current Charges & Oblig's	—	—	1,020 00	1,500 00	1,500 00	
-Equipment	170 77	3,675 37	300 00	4,300 00	4,300 00	
TOTALS	\$1,506,630 87	\$1,606,626 84	\$1,732,982 00	\$1,846,729 00	\$1,837,220 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 — damaged lamps \$200 00

C — PROGRAM

1. INSTALLATION AND MAINTENANCE OF STREET LIGHTING FACILITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$41,670 00	\$1,782,400 00	\$7,350 00	\$1,500 00	\$4,300 00	\$1,837,200 00

Personal Services: Senior Electrical Engineer, Electrical Engineer, 2 Electricians, 2 Inspectors, and Clerk, Temporary, \$10,770.00.
Overtime, \$500.00.

Contractual Services: Operating cost, including maintenance for 27,057 electric street lights, \$1,620,000.00; operating cost including maintenance for 869 street lights (Boston Gas Company), \$80,000.00; operating cost for 300 gas lamps, \$5,000.00; operating cost for pedestrian footways, underpasses, overpasses, \$5,500.00; maintenance of lighting and operating costs on Fitzgerald Expressway, \$25,000.00; operating and maintenance cost 120 spotlights, \$2,500.00; removal of abandoned gas lamps, \$10,000.00; repair, relocation and replacement, \$24,000.00; travel expenses, \$300.00; installation of 20 additional lights, \$10,000.00; advertising, \$100.00.

Supplies and Materials: Forms, cards, and stationery, \$350.00; electrical and gas light supplies, \$7,000.00.

Current Charges and Obligations: Rental of storage space for use of calibrating equipment, \$1,500.00.

Equipment: Office furniture and equipment, \$300.00; spotlight poles \$4,000.00.

SEWER SERVICE, PUBLIC WORKS DEPARTMENT

1-03-31

The Sewer Service is responsible for the disposal of the industrial, commercial, and domestic wastes of the city as well as the disposal of storm and surface waters from the highways. The accomplishment of these purposes requires that it be a member of both the North and South Metropolitan Sewerage Systems and to maintain its own disposal plant. The latter plant maintains a pumping station and storage basins for the disposal of about 112,000,000 gallons of sewage per day. Two minor pumping stations are also in operation. It maintains 1,322.23 miles of common sewers and surface drains and 24,522 catch basins.

The Sewer Service carries on a sewer construction program amounting to between \$500,000 and \$1,000,000 annually which is financed by bond issues. Abutting properties are assessed for sewer construction, but not for maintenance, the cost of which is borne by the annual budget.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$568,663 89	\$563,844 67	\$581,000 00	\$614,618 00	\$584,800 00	
2—Contractual Services . .	159,316 34	203,292 91	161,000 00	186,132 00	175,900 00	
3—Supplies & Materials . .	21,067 39	18,230 65	16,495 00	18,033 00	17,495 00	
4—Current Charges & Oblig's	896 35	1,155 22	978 00	1,249 00	1,249 00	
5—Equipment	489 52	348 45	685 00	1,546 00	1,400 00	
7—Structures & Improvements	154,634 30	—	150,000 00	—	—	
TOTALS	\$905,067 79	\$786,871 90	\$910,158 00	\$821,578 00	\$780,844 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$36,088 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides general financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$44,646 00	\$530 00	\$288 00	\$20 00	\$300 00	\$45,784 00

Personal Services: Division Engineer, Head Administrative Clerk, Head Clerk, 5 Clerical Employees, and Photostat Operator.

Contractual Services: Binding ledger sheets, \$30.00; travel expenses, \$500.00.

Supplies and Materials: Postage, \$64.00; forms, cards, and stationery, \$163.00; blue print paper, \$61.00.

Current Charges and Obligations: Library, \$20.00.

Equipment: Steel file cabinets, \$200.00; furniture, \$100.00.

2. DESIGN OF SEWERAGE WORKS AND SUPERVISION OF CONSTRUCTION CONTRACTS

Responsible for hydraulic and structural design of major sewer structures; performs field and office work required for sewer construction work done by contractors, including surveys, plans, preparation of contracts, and supervision and inspection of contract work.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
39	\$32,752 00	\$66,480 00	\$1,099 00	\$404 00	\$615 00	\$101,350 00

Personal Services: Performance under this program is divided between the following sections:

Engineering and Construction Section: 3 Principal, 1 Senior, 12 Assistant, and Junior Civil Engineer, 4 Engineering Aids, Chief Sewer Construction Inspector, 14 Inspectors.

Design Engineering Section: 2 Assistant Civil Engineers, Junior Civil Engineer, and a Repairman.

Contractual Services: Telephone service, \$60.00; repairs to sewer openings, guaranteed pavements, \$1,000.00; emergency repairs to sewers and catch basins, \$15,000.00; cleaning catch basins, \$50,000.00; travel expenses, \$250.00; advertising, \$120.00; binding contract books, \$50.00.

Supplies and Materials: Postage, \$15.00; forms, cards, stationery, \$825.00; engineering supplies and accessories, \$259.00.

Current Charges and Obligations: Dues and subscriptions, \$4.00; rentals, \$400.00.

Equipment: Steel file cabinet, \$257.00; office furniture, \$343.00; miscellaneous engineering books, \$15.00.

3. MAINTENANCE AND REPAIR OF SEWER SYSTEM BY DISTRICT FORCES

Crews in district yards answer complaints; clean catch basins and sewers, repair sewers, manholes and catch basins; service and repair tidegates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
83	\$322,301 00	\$3,359 00	\$8,290 00	\$485 00	\$334,435 00

Personal Services: Superintendent of Maintenance, Tidegate Foreman, 5 District Foremen, 7 Working Foremen, Carpenter, 4 Bricklayers, 9 Catch-Basin Machine Operators, 3 Tidegate Repairmen, Heavy Equipment Operator, 10 Sewer Cleaners, 2 Yardmen, 25 Motor Equipment Operators, and 14 Laborers. Overtime, \$4,500.00.

Contractual Services: Telephone service, \$2,225.00; electric service, \$384.00; repairing wheat lights, \$50.00; towel service for sewer yards, \$100.00.

Supplies and Materials: Heating supplies, \$1,300.00; laundry, cleaning and custodial supplies, \$140.00; medical first aid supplies, \$20.00; postage, \$120.00; forms, cards, and stationery, \$446.00; lumber, paint, and hardware, \$461.00; general operating supplies, \$800.00; repair parts, tools and instruments, \$750.00; wearing apparel, \$502.00; public works supplies and materials, \$2,120.00; boat hooks, \$60.00; miscellaneous, \$1,571.00.

Equipment: Flushing bags, \$165.00; fire-fighting equipment, hose, \$200.00; wheat lights, \$120.00.

4. OPERATION AND MAINTENANCE OF DISPOSAL WORKS

Operates pumping stations for disposal of sewage and storm water on a 24-hour basis; makes mechanical and electrical repairs to sewage pumps.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
33	\$148,475 00	\$104,696 00	\$7,574 00	\$825 00	\$261,570 00

Personal Services: Chief Engineer, District Foreman, 4 Pumping Station Engineers, 6 Gatemen, 2 Electrician-Operators, Principal Clerk, Screen Operator, Oiler, 10 Steam Firemen, 4 Maintenance Men, 4 Motor Equipment Operators and Laborers.

Contractual Services: Telephone service, \$751.00; electric service, \$87,664.00; roofing and masonry repairs, \$1,000.00; repairs four pumps at Calf Pasture, \$5,930.00; inspection and maintenance high tension switches at pumping station, \$300.00; towel service, \$100.00.

Supplies and Materials: Ice for drinking water, \$25.00; coal and fuel oil, \$5,700.00; laundry and cleaning supplies, \$200.00; medical first aid supplies, \$10.00; postage, \$15.00; forms, cards, stationery, \$208.00; building supplies and materials, \$320.00; repair parts, nonautomotive, \$1,096.00.

Current Charges and Obligations: Real estate tax, City of Quincy, \$825.00.

5. ISSUANCE OF PERMITS AND MAINTENANCE OF RECORD PLANS

Issues permits for sewer work, laying and repair of house drains, keeps sewer record plans, prepares assessment plans, inspects house drain work, investigates complaints, and prepares reports on cases involving possible damage suits against the city.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
7	\$36,626 00	\$385 00	\$244 00	\$37,705 00

Personal Services: Principal Civil Engineer, Assistant Civil Engineer, Chief Inspector, 2 Inspectors, Junior Civil Engineer, Principal Clerk.

Contractual Services: Telephone service, \$65.00; servicing office machine, \$20.00; travel expenses, \$750.00.

Supplies and Materials: Cards, forms, and stationery, \$244.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	9	\$44,646 00	\$530 00	\$288 00	\$20 00	\$300 00	\$45,784 00
Design of Sewerage Works and Supervision of Construction Contracts	39	32,752 00	66,480 00	1,099 00	404 00	615 00	101,350 00
Maintenance and Repair of Sewer System by District Forces	83	322,301 00	3,359 00	8,290 00	—	485 00	334,435 00
Operation and Maintenance of Disposal Works	33	148,475 00	104,696 00	7,574 00	825 00	—	261,570 00
Issuance of Permits and Maintenance of Record Plans	7	36,626 00	835 00	244 00	—	—	37,705 00
TOTALS	171	\$584,800 00	\$175,900 00	\$17,495 00	\$1,249 00	\$1,400 00	\$780,844 00

SANITARY SERVICE, PUBLIC WORKS DEPARTMENT

1-03-41

The Sanitary Service has charge of the collection and removal of ashes, garbage, and refuse, and the cleaning and flushing of 736 miles of streets. Refuse collection is performed by contractors, and street cleaning is done by department forces.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations	Requested by Department	Recommended by Mayor			
1—Personal Services . . .	\$2,162,055	56	\$2,238,708	58	\$2,320,000	00	\$2,654,733	00	\$2,240,000	00
2—Contractual Services . .	2,623,405	36	2,649,359	93	2,629,126	00	2,542,626	00	2,499,231	00
3—Supplies & Materials . .	50,577	87	47,535	92	46,250	00	151,767	00	47,250	00
4—Current Charges & Oblig's	238	79	593	00	663	00	1,843	00	1,843	00
5—Equipment	6,694	86	3,541	62	8,600	00	21,660	00	21,100	00
7—Structures & Improvements	—		—		—		—		—	
8—Land & Nonstructural Im- provements to Land .	100	00	—		—		—		—	
TOTALS	\$4,843,072	44	\$4,939,739	05	\$5,004,639	00	\$5,372,629	00	\$4,809,424	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$5,415 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$55,657 00	\$78,500 00	\$1,250 00	\$93 00	\$450 00	\$58,235 00

Personal Services: Division Engineer, Principal Civil Engineer, General Superintendent, Head Clerk, Senior Public Relations Representative and 5 Clerical Employees.

Contractual Services: Servicing of office equipment, \$75.00; towel service, \$110.00; printing and binding, \$200.00; travel expenses, \$400.00.

Supplies and Materials: Postage, \$250.00; cards, forms, and stationery, \$1,000.00.

Current Charges and Obligations: Dues and subscriptions, \$43.00; automobile registration fees, \$50.00.

Equipment: Typewriter, \$300.00; Library, \$150.00.

2. COLLECTION AND DISPOSAL OF WASTE

Responsible for the collection of waste by contractors in the several districts of the city and the disposal of refuse at dumps and disposal stations for scows; approximately 1,600,000 cubic yards of rubbish and 110,000 cubic yards of garbage are removed and disposed of annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
74	\$324,850 00	\$2,458,871 00	\$3,195 00	\$1,600 00	\$2,800 00	\$2,791,316 00

Personal Services: 14 District Supervisors, 2 District Foremen, 31 Inspectors, 3 Bulldozer Operators, 10 Motor Equipment Operators, 13 Laborers, 1 Supervisor of Dumps. Overtime, \$8,000.00.

Contractual Services: Telephone service, \$2,200.00; electric and gas service, \$2,000.00; collection of garbage and waste, \$2,212,941.00; disposal of garbage and waste, \$197,880.00; hire of dumps, \$35,750.00; repairs, Victory Road, \$4,000.00; advertising and posting, \$200.00; rat control, \$2,065.00; mimeographing, \$350.00; towel service, \$200.00; cleaning coveralls, \$385.00; miscellaneous services, \$900.00.

Supplies and Materials: Fuel, \$875.00; cleaning and custodial supplies, \$250.00; medical, first aid supplies, \$20.00; miscellaneous supplies and materials, \$200.00; public works supplies and materials, \$790.00; tools and instruments, \$810.00; forms, cards, etc., \$250.00.

Current Charges and Obligations: Dump permit fees, \$400.00; rent, Gibson Street Yard, \$150.00; rental of drag line, \$1,050.00.

Equipment: Typewriter, \$400.00; adding machine, \$400.00; fire hose, \$2,000.00.

3. CLEANING PUBLIC WAYS BY DIVISION FORCES

Responsible for manual and mechanical street-cleaning operations with 25 sweepers, 6 flushers, 100 trucks, 350 flyland-type, and 50 Dempster-type waste receptacles and 100 pushcarts. Residential areas are cleaned weekly and downtown streets daily.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
482	\$1,636,930 00	\$26,650 00	\$26,112 00	\$150 00	\$12,815 00	\$1,702,657 00

Personal Services: Superintendent, 3 District Supervisors, 4 District Foremen, 33 Inspectors, 2 Working Foremen, 56 Heavy Motor Equipment Operators, 94 Motor Equipment Operators, 282 Laborers, and 6 Constables. Overtime, \$28,000.00.

Contractual Services: Telephone service, \$2,200.00; electric and gas service, \$3,000.00; miscellaneous repairs, \$1,020.00; refills for sweeper broom cores, \$15,000.00; travel expense, \$260.00; towel service, \$350.00; signs, \$1,700.00; cleaning coveralls, \$1,200.00; photographing, \$150.00; spring clean up posters, \$1,500.00; mimeograph, \$270.00.

Supplies and Materials: Parts for mechanical sweepers, including broom cores, conveyor side plates, dirt shoes, etc., \$12,000.00; coal and fuel oil, \$2,475.00; custodial supplies, \$150.00; miscellaneous supplies, fertilizer seed, pushcart barrels, catchall bags, badges, 15-ton gutter broom wire, \$9,900.00; lumber, roofing materials, \$1,000.00; miscellaneous tools and instruments, \$587.00.

Current Charges and Obligations: Rent, dumps, \$150.00.

Equipment: Office furniture, \$300.00; pushcarts for street-cleaning patrols, \$960.00; garbage boxes, \$3,710.00; litter baskets, \$7,500.00; fire hose, \$345.00.

4. MAINTENANCE AND REPAIR OF EQUIPMENT AND FACILITIES

Repairs motor-sweeping equipment and street receptacles; attaches, removes, and repairs snowplows; repairs district yard facilities; receives, stores, and issues stock to district yards.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
55	\$222,563 00	\$12,925 00	\$16,693 00	\$5,035 00	\$257,216 00

Personal Services: Supervisor, Principal Storekeeper, 3 Foremen, Inspector, Working Foreman-Welder, 8 Blacksmiths, 2 Welders, 6 Carpenters, 11 other Mechanics, including Bricklayer, Sheet Metal Worker, etc., 2 Heavy Motor Equipment Operators, 2 Motor Equipment Operators, 12 Mechanics' Helpers, 5 Laborers. Overtime, \$4,000.

Contractual Services: Telephone service, \$600.00; electric and gas service, \$1,000.00; carpenter and blacksmith shops, Albany Street, \$3,000.00; repairs at district yards, \$2,000.00; plumbing and heating, Albany Street, \$4,000.00; renew blower system, \$1,000.00; machinery and tool repairs, \$355.00; repairs to miscellaneous equipment such as lawn mowers, torches, etc., \$550.00; recharging fire extinguishers, \$170.00; towel service, \$150.00; cleaning coveralls, \$100.00.

Supplies and Materials: Coal and fuel oil, \$1,650.00; custodial supplies, \$300.00; first aid supplies, \$30 00; painting supplies, \$3,000.00; tools and instruments, \$3,430; wearing apparel, \$465.00; miscellaneous supplies such as hardware, wire netting, cable, rope, etc., \$2,455.00; repair parts, nonautomotive, \$900.00; general operating supplies, \$4,463.

Equipment: Arc welder, \$700.00; 3 exhaust fans, \$1,000.00; storage cabinets, \$1,000.00; miscellaneous tools, \$150.00; fire hose, \$250.00; fire extinguishers, \$165.00; Pokey carts, \$970.00; building staging, \$800.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . .	10	\$55,657 00	\$785 00	\$1,250 00	\$93 00	\$450 00	\$58,235 00
Collection and Disposal of Waste . .	74	324,850 00	2,458,871 00	3,195 00	1,600 00	2,800 00	2,791,316 00
Cleaning Public Ways by Division Forces	482	1,636,930 00	26,650 00	26,112 00	150 00	12,815 00	1,702,657 00
Maintenance and Repair of Equip- ment and Facilities	55	222,563 00	12,925 00	16,693 00	—	5,035 00	257,216 00
TOTALS	621	\$2,240,000 00	\$2,499,231 00	\$47,250 00	\$1,843 00	\$21,100 00	\$4,809,424 00

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT

1-03-52

The Automotive Division is responsible for the care and maintenance of automotive equipment owned by the Public Works Department, and for the operation and maintenance of 5 garages and 10 gas pumps for dispensing gasoline. A mobile patrol organized for the protection of department property in all sections of the city and a motor pool of passenger cars and trucks are also under the jurisdiction of the division.

The department's fleet of 494 units of automotive equipment under the supervision of this division consists of 209 trucks of various sizes, 36 snow fighters, 3 snow loaders, 4 bucket loaders, 19 front bucket loaders, 6 tractors, 6 street flushers, 26 street sweepers, 11 gasoline road rollers, 13 compressors, 4 catch-basin cleaners, 83 passenger cars, and 63 items of miscellaneous equipment. Of these units 436 are registered under the motor vehicle law of the Commonwealth.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$412,466 46	\$407,365 23	\$400,300 00	\$410,342 00	\$397,000 00	
2—Contractual Services	63,127 82	57,916 05	53,730 00	72,257 00	60,730 00	
3—Supplies & Materials	184,072 78	153,864 04	156,150 00	187,874 00	160,850 00	
4—Current Charges & Oblig's	11,718 57	8,334 36	10,700 00	9,200 00	9,200 00	
5—Equipment	6,114 53	58,932 21	72,000 00	233,200 00	100,000 00	
7—Structures & Improvements	—	—	—	—	60,000 00	
TOTALS	\$677,500 16	\$686,411 89	\$692,880 00	\$912,873 00	\$787,780 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates a motor pool for transportation for city officials.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
11	\$49,251 00	\$1,385 00	\$1,900 00	\$52,536 00

Personal Services: Division Engineer, Head Clerk, 7 Clerical Employees, Dispatcher, and Motor Equipment Operator.

Contractual Services: Servicing of office equipment, \$55.00; repair radio telephones, \$1,000.00; mileage for private car, \$130.00; mimeographing \$200.00.

Supplies and Materials: Cards, forms, and stationery, \$1,850.00; postage, \$50.00.

2. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Maintains and repairs departmental automotive equipment including overhauls, major and minor repair jobs.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
46	\$175,437 00	\$45,095 00	\$73,433 00	\$1,200 00	\$100,000 00	\$395,165 00

Personal Services: Superintendent of Automotive Maintenance, Supervisor of Motor Equipment Assignment, 2 Principal Storekeepers, 2 Motor Equipment Repair Foremen, Motor Equipment Repair Inspector, Welder Foreman, 26 Repairmen, 2 Storekeepers, 5 Motor Equipment Operators, 5 Attendants and Laborers. Temporary, \$500.00. Overtime, \$2,000.00.

Contractual Services: Telephone service, \$2,300.00; electric service, \$2,300.00; outside repairs to automotive equipment, \$39,645.00; cleaning mechanics' coveralls, \$700.00; express charges, \$100.00; miscellaneous, \$50.00.

Supplies and Materials: Tires and tubes, \$16,520.00; automotive repair parts, \$20,580.00; sweeper parts, \$20,000.00; loader parts, \$4,000.00; antifreeze, brake fluid, solvents, etc., \$1,500.00; miscellaneous automotive supplies, \$1,920.00; fuel oil, \$4,480.00; laundry, cleaning, and custodial supplies, \$80.00; miscellaneous repair parts and accessories, \$546.00; first aid kits, \$50.00; garage tools and instruments, \$1,700.00; wearing apparel, \$450.00; wire, rags, hose, acetylene, tape, etc., \$1,607.00.

Current Charges and Obligations: Registration of vehicles, \$1,200.00.

Equipment: Automotive equipment, \$50,000.00; special purpose vehicles, \$50,000.00.

3. STORAGE OF VEHICLES AND DISPENSING GASOLINE AND OIL

Provides indoor storage for 150 vehicles at Dorchester, South End, Hyde Park, and Forest Hills garages; dispenses gasoline and oil at those locations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Total
23	\$109,499 00	\$13,850 00	\$85,260 00	\$8,000 00	\$60,000 00	\$276,609 00

Personal Services: Garage Superintendent and Auto Inspector, 8 Foremen, Painter, 13 Garage Attendants, and a Laborer. Temporary, \$1,500.00. Overtime, \$1,400.00.

Contractual Services: Telephone service, \$1,800.00; electric service, \$2,700.00; repairs to garage buildings, \$8,000.00; repairing and servicing oil burners, \$1,200.00; repairing gasoline ticket printers, \$100.00; miscellaneous, \$50.00.

Supplies and Materials: Gasoline, oil, and grease, \$75,420.00; fuel oil, \$8,520.00; miscellaneous household supplies, \$1,220.00; miscellaneous supplies, \$100.00.

Current Charges and Obligations: Storage of 115 vehicles in private garages during 5 winter months, \$8,000.00.

Structures and Improvements: Repairs Albany Street garage, \$60,000.00.

4. PROTECTING DEPARTMENTAL PROPERTY AND EQUIPMENT

Provides protective service by inspection visits from 4 P.M. to 8 A.M. on weekdays and all day on Saturdays, Sundays, and holidays; watchmen are on duty at the larger installations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
18	\$62,813 00	\$400 00	\$257 00	\$62,470 00

Personal Services: Supervisor, 3 Sergeants, 9 Mobile Guards; 5 Laborers. Overtime, \$1,600.00.

Contractual Services: Telephone service, \$400.00.

Supplies and Materials: Uniforms, \$257.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
Administrative and General Services	11	\$49,251 00	\$1,385 00	\$1,900 00	—	—	—	\$52,536 00
Maintenance and Repair of Automotive Equipment	46	175,437 00	45,095 00	73,433 00	\$1,200 00	\$100,000 00	—	395,165 00
Storage of Vehicles and Dispensing Gasoline and Oil	23	109,499 00	13,850 00	85,260 00	8,000 00	—	\$60,000 00	276,609 00
Protecting Departmental Property and Equipment	18	62,813 00	400 00	257 00	—	—	—	63,470 00
TOTALS	98	\$397,000 00	\$60,730 00	\$160,850 00	\$9,200 00	\$100,000 00	\$60,000 00	\$787,780 00

HEALTH DEPARTMENT

1-05-00

The Health Department represents a combination of functions relating to the protection and promotion of public health, the recording of vital statistics, and the regulation of weighing and measuring devices. The department consists of three divisions and is in charge of the Health Commissioner.

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Health Division	\$1,678,540 58	\$1,848,053 21	\$1,850,921 00	\$1,930,132 00	\$1,837,411 00	
Registry Division	138,732 79	146,936 51	164,856 00	182,276 00	171,058 00	
Unsafe Buildings, Securing, Removing, etc.	—	69,618 08	—	—	—	
Weights and Measures Division	82,746 92	87,863 76	89,447 00	97,087 00	90,045 00	
TOTALS	\$1,900,020 29	\$2,152,471 56	\$2,105,224 00	\$2,209,495 00	\$2,098,514 00	

The amounts tabulated above for the divisions specified are summarized by object of expense as follows:

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$1,583,573 51	\$1,691,342 50	\$1,737,600 00	\$1,787,437 00	\$1,713,285 00	
2—Contractual Services	228,212 87	258,682 01	263,585 00	293,136 00	275,985 00	
3—Supplies & Materials	81,924 52	82,706 31	78,190 00	113,568 00	102,500 00	
4—Current Charges & Oblig's	2,988 38	6,148 46	2,589 00	2,642 00	2,642 00	
5—Equipment	1,221 01	2,588 07	3,260 00	12,712 00	4,102 00	
7—Structures & Improvements	2,100 00	41,386 13	20,000 00	—	—	
Special Appropriations	—	69,618 08	—	—	—	
TOTALS	\$1,900,020 29	\$2,152,471 56	\$2,105,224 00	\$2,209,495 00	\$2,098,514 00	

In the pages that follow, the detail applicable to each of the three divisions of the department is presented.

HEALTH DIVISION—HEALTH DEPARTMENT

1-05-21

The Health Division of the Health Department is responsible for those activities of the municipal government which are primarily designed to protect or promote the public health. It enforces statutory laws, ordinances, and regulations dealing with public health, and provides direct and indirect services to the population, including communicable disease control, environmental sanitation, and child hygiene. It operates through four sections which contain several bureaus, with functions as described below. The Administrative and General Services Section coordinates the activities of the bureaus under its jurisdiction.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor
1—Personal Services . . .	\$1,383,359	33	\$1,472,627	13	\$1,511,000	00	\$1,559,046	\$1,489,000
2—Contractual Services . .	219,343	45	254,261	69	249,000	00	264,215	252,500
3—Supplies & Materials . .	71,173	68	72,834	37	67,000	00	100,250	91,300
4—Current Charges & Oblig's	1,517	16	4,653	45	1,001	00	1,001	1,001
5—Equipment	1,046	96	2,290	44	2,920	00	5,620	3,610
7—Structures & Improvements	2,100	00	41,386	13	20,000	00	—	—
TOTALS	\$1,678,540	58	\$1,848,053	21	\$1,850,921	00	\$1,930,132	\$1,837,411

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$32,856 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the Health Division. Coordinates the fiscal and administrative phases of the division, including preparation of the budget, financial transactions, and management of personnel; and performs all functions necessary to the issuance of 24 separate types of licenses. In 1958, 10,447 licenses were issued. Compiles and maintains complete records on births, deaths, and reportable diseases; issues burial, transportation, and removal permits to funeral directors; and reviews all record forms used by the Health Division. In 1958, there were 13,754 permits issued to funeral directors. Approximately 15,155 births were recorded and 9,216 deaths of Boston citizens were reported. Coordinates health education activities within the Health Division and organizes health programs in schools and the community.

Personal Services	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
No. 28					
Amount \$127,500 00	\$14,235 00	\$5,300 00	\$801 00	\$350 00	\$148,186 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Commissioner, Head Administrative Clerk, Senior Legal Assistant, Principal Clerk-Stenographer.

Bureau of General Services: Director, Accountant, Senior Cashier, Cashier, Senior Settlement Investigator, 4 Clerical Employees.

Garage and Automotive Service: Ambulance Service Foreman, Garage Foreman, 2 Motor Equipment Operators.

Bureau of Vital Statistics: Chief, Bureau of Vital Statistics, Principal Statistical Machine Operator, Clerical Employee.

Bureau of Health Education: Director of Public Health Education, 3 Public Health Educators, Motion Picture Operator, Principal Clerk and Stenographer, Clerk.

Overtime: \$500.00.

Contractual Services: Telephone service, \$7,760.00; automotive repairs, \$500.00; servicing of office equipment, \$500.00; transportation of persons, \$1,000.00; advertising and posting, \$200.00; cleaning, \$50.00; freight, \$25.00; issuing of burial permits, \$2,700.00; examiner of gas fitters, \$500.00; printing and binding, \$1,000.00.

Supplies and Materials: Gasoline, grease, and lubricating oils, \$850.00; tires and tubes, \$150.00; postage, \$4,000.00; general operating supplies, \$300.00.

Current Charges and Obligations: Rental of statistical machine, \$576.00; dues and subscriptions, \$195.00; registration of motor vehicles, \$15.00; insurance, \$15.00.

Equipment: Library books, \$200.00; file cabinets, \$150.00.

2. DETECTION AND CONTROL OF COMMUNICABLE DISEASES

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functions of the various programs. Provides full control for all reportable

Health Division, Health Department — Continued

diseases as required by law. In 1958 there were 6,757 communicable diseases reported, processed, and followed when necessary. The 10 full-time public health physicians and 5 part-time public health physicians listed under the Child Hygiene Bureau also function in this bureau. Carries out a program to detect tuberculosis cases, to commit and/or arrange for treatment and hospitalization, and to follow up known cases in order to protect the health of the patient and the community. There were 480 new cases of tuberculosis discovered, reported, and processed in 1958; 13,396 visits made to clinics by tuberculosis patients; and 25,370 70-mm. films taken on the mobile X-ray unit and 9,778 large X-ray plates at health unit clinics. Performs cultural, microscopic, and serological examinations of specimens submitted by physicians, hospitals, and clinics to assist in establishing diagnosis of diseases and aid epidemiological studies. As an average over the last 5-year period, 55,000 specimens annually were prepared and examined.

Performs a generalized public health nursing service functioning through clinics, day care agencies, parochial schools and in the home. There were 46,706 home visits for child hygiene purposes, 411 home visits for communicable disease cases, and 25,915 home visits to tuberculosis cases and contacts made by the nurses; 2,581 home visits and 2,164 school interviews with parents, 6,693 school interviews with teachers for the correction of defects in school children were also conducted

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
137	\$573,000 00	\$102,165 00	\$48,875 00	\$1,435 00	\$725,475 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Medical Service, Principal Hospital and Institutional Inspector and Supervisor, Head Clerk

Nursing Service: Director of Public Health Nurses, Principal Public Health Nurse, 15 Supervising Public Health Nurses, Public Health Nutritionist, 75 Public Health Nurses, Principal Clerk and Typist, Principal Clerk and Stenographer, 3 Clerical Employees.

Bureau of Disease Control: Chief of Bureau of Disease Control, Supervising Public Health Nurse, Public Health Investigator, 2 Principal Clerks and Stenographers, Principal Clerk and Typist, Principal X-Ray Technician, Senior X-Ray Technician, X-Ray Technician, 13 Clerical Employees, Senior Physician-Roentgenologist, Physician Roentgenologist, Chief Examining Physician, Tuberculosis.

Bureau of Diagnostic Laboratories: Head Bacteriologist, Principal Bacteriologist, 2 Senior Bacteriologists, 2 Junior Bacteriologists, 2 Laboratory Assistants, 2 Media Men, 2 Clerical Assistants.

Overtime: Service of employees on Saturdays, Sundays, and holidays in diagnostic laboratory, \$3,000.00.

Contractual Services: Telephone service, \$1,540.00; repairs of equipment, \$1,300.00; transportation of persons, \$9,300.00; care of tuberculosis patients, \$72,685.00; professional services at tuberculosis clinics, \$10,140.00. Consultant, \$1,200.00; cleaning, gown and apron service, \$4,350.00; printing, binding, and ruling, \$500.00; removal of bodies, \$1,000.00; social service index, \$150.00.

Supplies and Materials: Medical, dental, and hospital supplies, \$34,000.00; postage, forms, cards, and stationery, \$9,500.00; cleaning and custodial supplies, \$500.00; diagnostic and chemical supplies, \$4,875.00.

Equipment: X-ray equipment in health units, \$1,000.00; office equipment and furniture, \$435.00.

3. OPERATION OF LOCAL HEALTH SERVICES

Coordinates the activities of the 2 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

The ten George Robert White Fund Health Units provide local headquarters in the several communities of Boston for the Health Division and for the various health, welfare, and social agencies, but maintenance is provided entirely by the Health Division.

Operates the 21 decentralized stations of the Health Department bringing the preventive services of the Health Division to the various neighborhoods of the city. In 1958 the public health physicians gave 40,723 inoculations at these 21 stations and made 12,628 physical examinations. In the local health units exclusive of the well child conferences (figures given above) 9,397 inoculations were given in addition to 1,473 physical examinations, and 4,650 physical examinations given children going to summer camps. In the parochial schools in 1958, the public health physicians gave 4,930 inoculations against diphtheria, tetanus, and poliomyelitis; 14,893 physical examinations were given in the parochial schools. There were 977 eye examinations given at the four eye clinics.

Provides dental education, preventive and therapeutic dental care to children in 21 clinics located throughout the city. There were 50,338 examined and/or treated at the various dental clinics in 1958, with 46,983 fillings and 15,515 extractions made, and 12,418 given prophylactic treatment.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
94	\$413,500 00	\$121,650 00	\$30,750 00	\$1,000 00	\$566,900 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Local Health Services, Head Clerk, 4 Clerical Employees.

Maintenance of Health Units: Building Maintenance Supervisor, Assistant Building Supervisor, Senior Building Custodian, 24 Junior Building Custodians, Matron.

Bureau of Child Hygiene and Health Units: 15 Public Health Physicians, Physician-Ophthalmologist, 3 Principal Clerk-Stenographers, 4 Clerical Employees.

Bureau of Dental Services: Director of Dental Services, Dental Supervisor, 23 Public Health Dentists, 1 Head Dental Hygienist, 8 Dental Hygienists, Principal Clerk, 4 Dental Assistants, Dental Equipment Repairman, 2 Clerks.

Temporary employees, \$3,090.00. Overtime, \$2,500.00.

Contractual Services: Telephone service, \$1,850.00; light, heat, and power, \$15,000.00; carpentry, electrical, plumbing, and miscellaneous repairs, \$10,000.00; servicing of equipment, \$700.00; transportation of persons, \$2,400.00; board and care of persons, \$60,000.00; well baby clinics, \$27,500.00; gown and apron service, \$4,000.00; printing, binding, and ruling, \$200.00.

Supplies and Materials: Coal, \$300.00; fuel oil, \$18,700.00; cleaning and custodial supplies, \$2,250.00; medical, dental, hospital supplies, \$5,000.00; postage, forms, cards, and stationery, \$3,200.00; general operating supplies and materials, \$1,300.00.

Equipment: Dental equipment, \$1,000.00.

4. PROTECTIVE INSPECTIONS OF FOOD SUPPLIES, HOUSING, AND SANITATION, AND ENFORCEMENT OF PUBLIC HEALTH LAWS

Coordinates the activities of the 4 bureaus within the section and acts as the liaison with the other 3 sections of the Health Division to permit more effective functioning of the various programs.

Functions to prevent or remove nuisances injurious to the public health, comfort, or convenience and to enforce laws, ordinances, and regulations relating to environmental sanitation. In 1958, there were 118,509 inspections made and 10,280 official calls; 6,998 notices served; 7,987 nuisances were abated; and 535 complaints were referred to other city departments.

Supervises the purity of the food supply from the wholesale outlets and supply centers to the retail markets, including manufacturing establishments and restaurants; and maintains inspection of all animals intended for slaughter in Boston to insure suitability for use as food. Seventy-three thousand pounds of meat and poultry were condemned in 1958; 108,000 inspections were made; and 2,300,000 pounds of food condemned. Superintendent of Pedlars inspected 19,000 vehicles.

Performs a generalized sanitation program, including food inspection and housing and sanitation in the various districts of Boston.

Maintains protection of Boston milk and dairy products by supervision of the supply from the farm until purchased by the consumer. In 1958, there were 8,963 licenses or permits issued; 1,764 visits to dairies were made; 15,236 samples of milk and cream collected for analyses, and the lowest coliform count to date was attained.

Performs chemical and biological examinations of food and milk samples submitted for analysis. There were 8,806 chemical analyses, and 8,710 bacteriological examinations performed on samples submitted in 1958.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
86	\$375,000 00	\$14,450 00	\$6,375 00	\$200 00	\$825 00	\$396,850 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Director, Section of Environmental Sanitation, Head Clerk.

Bureau of Housing: Chief of Bureau of Housing and Sanitation, Principal Clerk.

Bureau of Food: Chief of Bureau of Food, Superintendent of Pedlars, 11 Environmental Sanitation Inspectors, 2 Constables, Senior Clerk and Stenographer.

Bureau of General Sanitation: Principal Environmental Sanitation Inspector; 5 Senior Environmental Sanitation Inspectors, 47 Environmental Sanitation Inspectors, 2 Clerical Employees.

Bureau of Milk and Chemistry: Chief of Bureau of Milk and Chemistry, 2 Assistant Milk Inspectors, Principal Clerk and Typist, Assistant Public Health Chemist, Collector of Samples, 5 Clerical Employees.

Temporary Employees: \$9,910.00.

Contractual Services: Telephone service, \$1,850.00; servicing of equipment, \$500.00; transportation of persons, \$10,300.00; cleaning, \$250.00; printing and binding, \$500.00; spray service, \$800.00; cleaning of property, section 125, chapter 111, G.L., \$250.00.

Supplies and Materials: Cleaning and custodial supplies, \$50.00; medical, dental, and hospital supplies, \$1,000.00; postage, forms, cards, and stationery, \$4,800.00; miscellaneous supplies and materials, \$525.00.

Current Charges and Obligations: Assessment for mosquito control, \$200.00.

Equipment: Library, \$100.00; office equipment, \$125.00; leather bags, \$600.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	28	\$127,500 00	\$14,235 00	\$5,300 00	\$801 00	\$350 00	\$148,186 00
Detection and Control of Communicable Diseases	137	573,000 00	102,165 00	48,875 00	—	1,435 00	725,475 00
Operation of Local Health Services	94	413,500 00	121,650 00	30,750 00	—	1,000 00	566,900 00
Protective Inspections of Food Supplies, Housing, and Sanitation and Enforcement of Public Health Laws	86	375,000 00	14,450 00	6,375 00	200 00	825 00	396,850 00
TOTALS	345	\$1,489,000 00	\$252,500 00	\$91,300 00	\$1,001 00	\$3,610 00	\$1,837,411 00

REGISTRY DIVISION, HEALTH DEPARTMENT

1-05-22

The Registry Division of the Health Department has custody of all birth, marriage, and death records in the City of Boston.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$122,754 09	\$136,108 09	\$143,300 00	\$144,768 00	\$140,800 00	
2—Contractual Services . . .	7,871 12	3,269 27	13,135 00	27,135 00	21,835 00	
3—Supplies & Materials . . .	8,042 58	7,260 06	8,040 00	10,000 00	8,050 00	
4—Current Charges & Oblig's . . .	65 00	99 00	131 00	131 00	131 00	
5—Equipment	—	199 20	250 00	242 00	242 00	
TOTALS	\$138,732 79	\$146,935 62	\$164,856 00	\$182,276 00	\$171,058 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$83,100 00

C — PROGRAMS

1. ADMINISTRATIVE

General supervision and direction of division.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$17,365 00	\$75 00	\$500 00	\$77 00	\$50 00	\$18,067 00

Personal Services: City Registrar, Head Clerk, Principal Clerk and Stenographer.
Contractual Services: Convention travel, \$50.00; advertising and posting, \$25.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.
Current Charges and Obligations: Dues and subscriptions, and premium on surety bonds, \$77.00.
Equipment: Library books, \$50.00.

2. MAINTENANCE OF VITAL STATISTICS AND ISSUANCE OF LICENSES, CERTIFIED COPIES, AND ABSTRACTS

Indexes marriages and processes and issues marriage licenses, records, and makes duplicate copies for the Secretary of State and out-of-town residents and enforces the law regarding divorce papers. Approximately 7,322 marriage licenses, 6,234 certified copies, and 4,215 abstracts are issued yearly. Processes and issues all necessary copies of birth certificates and parent returns and sends congratulatory scrolls to parents on birth. There are 30,519 certified copies of births and 31,760 abstract copies issued yearly. Processes and issues death certificates, certified copies, and abstracts. There are 27,750 death certificate copies and 3,580 death abstracts issued annually. Processes all corrections, changes, depositions, legitimizations, etc., in regard to birth, marriage, and death records in Boston. Approximately 3,000 corrections are made yearly. Collects fees for department.

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
33	\$123,435 00	\$21,760 00	\$7,550 00	\$54 00	\$192 00	\$152,991 00

Personal Services: Performance under this program is divided among the following sections:

Marriage Section: 3 Assistant City Registrars, 5 Clerical Employees.

Birth Section: Cashier, 14 Clerical Employees.

Death Section: Principal Clerk, 6 Clerical Employees.

Deposition Section: 3 Deposition Clerks.

Vacation supply: 6 clerical employees, \$1,800.00. Overtime, \$2,500.00.

Contractual Services: Servicing of office equipment, \$50.00; travel expenses, \$10.00; printing, binding, marriage intentions, licenses, and records, \$6,500.00; microfilming services, \$7,000.00; consolidation of indexes for 5 years, \$8,200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,000.00; wrapping paper and twine, \$50.00.

Current Charges and Obligations: Premium on surety bonds, \$54.00.

Equipment: Furniture, \$192.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative	3	\$17,365 00	\$75 00	\$500 00	\$77 00	\$50 00	\$18,067
2. Maintenance of Vital Statistics and Issuance of Licenses, Certified Copies, and Abstracts	33	123,435 00	21,760 00	7,550 00	54 00	192 00	152,991
TOTALS	36	\$140,800 00	\$21,835 00	\$8,050 00	\$131 00	\$242 00	\$171,058

WEIGHTS AND MEASURES DIVISION, HEALTH DEPARTMENT

1-05-23

The primary duty of the Weights and Measures Division is to see that equity prevails in all sales of commodities or services which involve the use of weighing or measuring devices. It is also charged with the enforcement of the provisions of the hawker, pedler, and transient vendor laws.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$77,460 09	\$82,606 39	\$83,300 00	\$83,623 00	\$83,485 00	
—Contractual Services . . .	998 30	1,151 05	1,450 00	1,786 00	1,650 00	
—Supplies & Materials . . .	2,708 26	2,611 88	3,150 00	3,318 00	3,150 00	
—Current Charges & Oblig's . . .	1,406 22	1,396 01	1,457 00	1,510 00	1,510 00	
—Equipment	174 05	98 43	90 00	6,850 00	250 00	
TOTALS	\$82,746 92	\$87,863 76	\$89,447 00	\$97,087 00	\$90,045 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$23,200 00
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C — PROGRAM

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the fiscal and administrative services of the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$16,370 00	\$195 00	\$200 00	\$20 00	\$250 00	\$17,035 00

Personal Services: Sealer of Weights and Measures, Chief Deputy Sealer of Weights and Measures, Principal Clerk and Typist.

Contractual Services: Travel expenses, \$185.00; advertising and posting, \$10.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$200.00.

Current Charges and Obligations: Surety bond, insurance premium and business certificates, \$20.00.

Equipment: Office equipment, \$250.00.

2. INSPECTING, TESTING, AND SEALING OF WEIGHING AND MEASURING DEVICES

Inspects, tests, seals, adjusts, or condemns many different types of equipment used in weighing and measuring; supervises the manner in which such equipment is used and enforces all rules and regulations regarding the same, reweighing and remeasuring commodities that have been put up in advance of sale; checks the quantity in original packages put up by manufacturer; checks loads of coal, road material, liquid fuel; the marking of break labels and wrappers, and the inspection of initial thermometers.

In 1957 there were 10,566 places of business visited at which time there were 50,965 pieces of equipment sealed; 785 of which were adjusted; 1,017 pieces of equipment were condemned for repairs, and 348 were tagged, not sealed. 5,891 reweighs of fuel, food and other commodities were made and 52,229 inspections of various types were made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
15	\$67,115 00	\$1,455 00	\$2,950 00	\$1,490 00	\$73,010 00

Personal Services: 14 Deputy Sealers of Weights and Measures, 1 Heavy Duty Motor Equipment Operator.

Contractual Services: Repairs to automotive equipment, \$1,200.00; replating of working standards, \$100.00; travel expenses, \$15.00; cleaning, \$15.00; recutting of dies and miscellaneous equipment, \$75.00; printing and binding, \$50.00.

Supplies and Materials: Gasoline for 11 automotive units, \$900.00; lubricating oil, \$30.00; tires and tubes, \$200.00; antifreeze, chain units, battery replacements, \$170.00; postage, forms, cards, and stationery, \$800.00; replacement of hardware items, paints and brushes, \$80.00; aluminum seals, \$340.00; lead wire seals, \$240.00; steel stamping dies, \$140.00; coveralls, rubber gloves \$50.00.

Current Charges and Obligations: Rents, taxes, and licenses, \$1,490.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services . . .	3	\$16,370 00	\$195 00	\$200 00	\$20 00	\$250 00	\$17,035 00
Inspecting, Testing, and Sealing of Weighing and Measuring Devices . . .	15	67,115 00	1,455 00	2,950 00	1,490 00	—	73,010 00
TOTALS	18	\$83,485 00	\$1,650 00	\$3,150 00	\$1,510 00	\$250 00	\$90,045 00

HOSPITAL DEPARTMENT

1-06-00

The Hospital Department provides medical and surgical care for the citizens of Boston. The department is under the charge of 5 unpaid trustees.

The department's activities are carried on by 3 divisions, and a summary of the divisional appropriations is given below.

Title	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
City Hospital	\$12,990,183	66	\$13,929,344	51	\$14,400,600	00	\$16,263,560	00	\$15,011,000	00
Sanatorium	2,232,213	28	2,285,667	36	2,272,020	00	2,791,588	00	2,322,145	00
Long Island Hospital . .	2,260,016	29	2,365,448	36	2,449,500	00	3,133,631	00	2,543,900	00
TOTALS	\$17,482,413	23	\$18,580,460	23	\$19,122,120	00	\$22,188,779	00	\$19,877,045	00

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$12,422,645	24	\$13,137,927	82	\$14,314,000	00	\$15,604,912	00	\$14,694,000	00
2—Contractual Services . .	991,148	29	1,123,325	85	760,400	00	1,422,510	00	970,450	00
3—Supplies & Materials . .	3,452,117	33	3,715,873	60	3,756,800	00	3,946,136	00	3,767,225	00
4—Current Charges & Oblig's	8,073	12	13,068	09	13,220	00	12,750	00	12,250	00
5—Equipment	107,136	83	115,760	84	154,700	00	247,271	00	130,620	00
7—Structures & Improvements	499,174	92	472,008	03	123,000	00	950,200	00	300,000	00
8—Land & Improvement (Landscaping)	2,117	50	2,496	00	—		5,000	00	2,500	00
TOTALS	\$17,482,413	23	\$18,580,460	23	\$19,122,120	00	\$22,188,779	00	\$19,877,045	00

In the pages that follow, the detail applicable to each of the 3 divisions of the department is presented.

HOSPITAL DEPARTMENT, BOSTON CITY HOSPITAL

1-06-11

The City of Boston Hospital Department consists of the Main Hospital for general diseases, the South Department for contagious cases, the Sanatorium Division for tuberculosis cases, the Long Island Hospital Division for chronic cases, and the East Boston Relief Station for accident cases.

The hospital is governed by five unpaid trustees appointed by the Mayor, one being appointed each year for a term of five years. The trustees annually appoint the Medical and Surgical Staff to serve for a term of one year.

On June 1, 1864, the Boston City Hospital first opened for the reception of patients. From that date until January 1, 1958, there have been treated 1,757,428 ward patients and 5,080,978 out-patients (making 18,022,121 visits), which represents a total of 6,838,406 who have received the benefits of the hospital up to the beginning of the present year.

During the first hospital year 1,066 patients were treated; during the year 1957, 33,863 patients were treated in the wards and 25,620 were treated in the Out-Patient Department. These out-patients made 272,186 visits to the hospital for advice and treatment. During the past year 32,885 patients were admitted, and 391,615 days' treatment given. Daily average of patients treated in the Out-Patient Department was 1,089.

The number of beds at the Main Hospital, not including South Department, Sanatorium, or Long Island, at present 1,457. There is a total of 26 buildings.

The greater laboratories of the hospital are the Mallory Institute of Pathology, the Thorndike Memorial Laboratory, the Neurological, the Pediatric, Rh Blood, the Surgical Research, the Biochemical Laboratory and the Sears Surgical Laboratory.

The hospital is fully licensed by the Massachusetts Department of Public Health. Full approval has been received from the Joint Accreditation Commission. The hospital is affiliated for teaching purposes with Boston University, Harvard, and Tufts University Medical Schools. The School of Nursing has full accreditation, both state and national.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
—Personal Services . . .	\$9,438,082	81	\$10,113,597	07	\$11,155,000	00	\$11,987,360	00	\$11,420,000	00
—Contractual Services . . .	684,673	41	819,257	42	479,000	00	934,600	00	638,000	00
—Supplies & Materials . . .	2,393,502	75	2,610,279	86	2,663,000	00	2,770,500	00	2,683,000	00
—Current Charges & Oblig's . . .	6,963	98	10,568	92	10,600	00	10,000	00	10,000	00
—Equipment	88,221	27	83,251	49	93,000	00	116,600	00	60,000	00
—Structures & Improvements . . .	378,739	44	292,389	75	—		444,500	00	200,000	00
TOTALS	\$12,990,183	66	\$13,929,344	51	\$14,400,600	00	\$16,263,560	00	\$15,011,000	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$3,874,550 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the hospital, based on policies formulated and approved by the Board of trustees. Provides general clerical and accounting services for all departments of the hospital. Budgets are prepared, appropriation and cost accounts are kept, personnel actions are processed, supplies and materials are requisitioned and distributed, and perpetual inventory records are maintained. Storerooms and supply services are operated; telephone service is furnished; religious services are conducted; admissions are controlled; bills are prepared; reports are made for government agencies and the public; and statistical records are kept.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
208	\$815,235 00	\$100,565 00	\$22,410 00	\$1,897 00	\$941,733 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Director's Office: Director of Hospitals, and Superintendent, Boston City Hospital, 1 Principal Administrative Assistant, 1 Administrative Assistant, and 4 Clerical Employees.

Assistant Superintendent's Office: Assistant Superintendent and 3 Clerical Employees.

Executive-Admitting Office:

Executive Office: Principal Executive Physician, Head Clerk, and 6 Clerical Employees.

Admitting Department: 5 Senior Executive Physicians, Head Clerk, Supervisor, 4 Clerical Employees, 2 Male Nurses.

Valuables Office: Supervisor of Patients' Valuables, 3 Clerical Employees.

Admitting Clerk's Office: Head Clerk, 9 Clerical Employees.

Hospital Department, Boston City Hospital — Continued

General Service Section:

Executive Secretary's Office: Executive Secretary, Head Account Clerk, 4 Clerical Employees.

Property Inventory: 2 Clerical Employees.

Payroll Tax: 3 Clerical Employees.

Stock Record Division: Head Clerk, 6 Clerical Employees.

Payroll Distribution: 2 Clerical Employees.

Invoice: Head Clerk, 4 Clerical Employees.

Requisition: 2 Clerical Employees.

Personnel: Senior Personnel Officer, 2 Personnel Officers, 8 Clerical Employees.

Finance Office:

Admitting Social Service: Head Social Work Supervisor, 10 Social Workers, 4 Clerical Employees.

Billing: Hospital Finance Officer, Head Clerk, 2 Senior Accounting Machine Operators, 14 Clerical Employees.

Cashier's Office: Head Cashier.

Accounting Office: Senior Budget Analyst, Senior Accountant, Accountant, 2 Senior Accounting Machine Operators, Principal Clerk.

Payroll Office: Head Clerk, 7 Clerical Employees.

Statistics Office: Head Clerk, Clerical Employee.

Chief Clerk's Office: Head Clerk, Clerical Employee.

Central Storeroom: Principal Storekeeper, Principal Hospital House Worker, 6 Senior Hospital House Workers, 2 Hospital House Workers, Clerical Employee.

Medical and Surgical Supply: Principal Clerk, Senior Hospital Medical Worker, Clerical Employee.

Telephone Office: Chief Operator, 21 Telephone Operators, Clerical Employee.

Mail: Principal Clerk: 3 Clerical Employees.

Information Desk: Head Clerk, 17 Clerical Employees.

Religious Services: 5 Chaplains.

South Department, Clerk's Office: Head Clerk, 2 Clerical Employees.

South Department, Gate Lodge: Executive Supervisor, 4 Clerical Employees.

Temporary Employees: \$6,500.00.

Overtime: \$6,000.00.

Contractual Services: Telephone service, \$90,000.00; telegraph service, \$5,000.00; servicing of office machines, \$4,500.00; attendance at conventions, car fares, \$865.00; reporting hearings, \$200.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$22,200.00; photographic supplies, \$210.00.

Current Charges and Obligations: Dues and subscriptions, \$599.00; premium on surety bonds, \$350.00; miscellaneous rentals, \$677.00.

Equipment: Office equipment, \$1,897.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, nursing, and the actual professional care of the patient. This includes ward maid and orderly services, the Medical Records and Medical Library Sections, the Social Service Department, the Pharmacy, the Ambulance Service, all Laboratory and Technical Services such as X-ray, blood bank, cardiology, anesthesiology, neurology, pathology, physical therapy, and all other departments of a technical nature directly concerned with the care of the patient.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2,077	\$6,574,386 00	\$89,133 00	\$1,216,483 00	\$6,834 00	\$49,400 00	\$7,936,236 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Medical Administrative Services:

Staff Secretary's Office: Principal Medical Stenographer, Clerical Employee.

Medical Library: Medical Librarian, Assistant Medical Librarian, Hospital Medical Worker.

Medical Records: Medical Record Librarian, Head Clerk, 8 Principal Medical Stenographers, 20 Clerical Employees, 2 Hospital Workers.

Department of Social Work: Medical Social Work Director, Principal Medical Social Work Supervisor, Psychiatric Social Work Supervisor, 5 Medical Social Work Supervisors, 21 Medical Social Workers, Psychiatric Social Worker, 5 Clerical Employees.

Pharmacy: Head Pharmacist, 5 Pharmacists, 4 Hospital House Workers, Clerical Employee.

Nursing Service and School of Nursing:

Administrative Section: Director, School of Nursing and Nursing Service, First Assistant Director, School of Nursing, 3 Assistant Nursing Directors, Nursing Service Assistant, 4 Clerical Employees.

School of Nursing: Educational Director, School of Nursing, Clinical Nursing Coordinator, Senior Nursing Instructor, 9 Supervisor Nursing Instructors, 5 Nursing Instructors, 3 Nursing School Assistants, Senior Assistant Nursing Instructor, Assistant Nursing Instructor, Head Nurse Student Health Office, Physical Instructor, Librarian School of Nursing, 225 Boston City Hospital Student (not included in total).

Ward Care: 22 Supervising Nurse-Administrators, 53 Head Nurses, 142 Floor Duty Nurses, 112 Floor Duty Nurses (part time), 1 Licensed Practical Nurses, 8 Senior Hospital Medical Workers, 662 Hospital Medical Workers, 30 Clerical Employees.

Operating Room: 3 Supervising Nurse-Administrators, 12 Head Nurses, 20 Floor Duty Nurses, 5 Floor Duty Nurses (part time), 2 Ambulance and Medical Aide Men, 4 Senior Hospital Medical Workers, 22 Hospital Medical Workers.

Delivery Room: 4 Head Nurses, 6 Floor Duty Nurses, 3 Floor Duty Nurses (part time).

Nursery: 4 Floor Duty Nurses.

South Department—Administrative Nursing: Assistant Nursing Director, Supervising Nursing Instructor, 4 Supervising Nurse-Administrators, Nursing School Assistant, 2 Senior Hospital House Workers, 27 Hospital House Workers.

South Department—Ward Care: 4 Head Nurses, 13 Floor Duty Nurses (tuberculosis), 3 Floor Duty Nurses (tuberculosis) (part time), 9 Floor Duty Nurses, 2 Floor Duty Nurses (part time), Senior Hospital Medical Worker, Laboratory Assistant, 27 Hospital Medical Workers.

Medical and Surgical Services:

Surgical Services: Director of First Surgical Service, Assistant Director of First Surgical Service, Director of Third Surgical Service, Assistant Director of Third Surgical Service, Director of Fifth Surgical Service, Assistant Director of Fifth Surgical Service, Director of Neurosurgery, Associate Director of Neurosurgery, Assistant Director of Neurosurgery, Director of Gynecology and Obstetrics, Director Oral Surgery, Fellow, Fifth Surgical, Fellow, Thoracic Surgery, Fellow, Ophthalmology, Fellow, Third Surgical, 15 Chief Residents, 22 Residents, 27 Senior Assistant Residents, 34 Junior Assistant Residents, 26 Internes, 4 Laboratory Technician Clerical Employee, Clerical Employees (part time).

Medical Services: 2 Physicians, Fifth and Sixth Medical, Director, Pediatrics, Assistant Director, Pediatrics, Director, Pediatric Surgical Teaching, 2 Associates, Pediatrics, 2 Clinical Psychologists, Director, Diabetes Laboratory, Director, First and Third Medical Service, Physician, School of Nursing, Associate Director, Second and Fourth Medical, Physician, Urology, Coordinating Teacher, 12 Chief Residents, 17 Residents, 33 Senior Assistant Residents, 40 Junior Assistant Residents, 52 Internes, 3 Clerical Employees.

South Department Medical Staff: Physician.

Laboratory and Technical Services:

Technical Service: Director of Clinical Laboratory, X-Ray Dental Technician, Orthoptic Technician, Laboratory Technician, 3 Laboratory Assistants, Clerical Employee.

Department of Anesthesiology: Director of Anesthesiology, Associate Director of Anesthesiology, 5 Associates, Anesthesiology, Associate, Anesthesiology Research, 5 Chief Residents, 3 Residents, Chief Nurse Anesthetist, 5 Nurse Anesthetists, Supervising Nurse, Administrator, 2 Head Nurses, 3 Floor Nurses, 3 Hospital Medical Workers, Principal Medical Stenographer, Research Laboratory Technician.

Surgical Research Laboratory: Surgical Research Nurse, Research Laboratory Technician, Laboratory Technician, Clerical Employee, Senior Hospital Medical Worker, 2 Hospital Medical Workers.

Blood Bank: Director of Blood Bank, Head Nurse, 3 Floor Nurses, 3 Laboratory Technicians, 2 Laboratory Assistants, 4 Hospital Medical Workers, 2 Clerks (part time), 2 Clerical Employees.

Fenwal Laboratory: Supervising Nurse Administrator, Head Nurse, 2 Laboratory Technicians, 2 Laboratory Assistants, Senior Hospital Medical Worker, 7 Hospital Medical Workers.

Circulation Laboratory: Director Circulation Laboratory, Laboratory Technician.

Department of Inhalation Therapy: Director of Inhalation Therapy, Fellow Inhalation Therapy, Senior Inhalation Equipment Technician, Inhalation Equipment Technician, Laboratory Assistant, Clerical Employee, Hospital Medical Worker.

Neurological Unit: EEG Technician, Laboratory Technician, 2 Clerical Employees.

Rh Laboratory: Director of Rh Laboratory, Laboratory Technician, Laboratory Assistant.

Thorndike Memorial Laboratory: Director of Thorndike, Associate Director, 4 Assistant Physicians, Director EKG Laboratory, 5 Fellows, Thorndike, Head EKG Technician, EKG Technician, 2 Assistant EKG Technicians, 2 Research Laboratory Technicians, 5 Laboratory Technicians, 4 Laboratory Assistants, Laboratory Helper, 5 Clerical Employees, 2 Hospital Medical Workers, 2 Hospital House Workers.

Medical Staff and Administrator of Pathology Laboratory: Director, Pathology, Associate Director, Pathology, Associate, Bacteriology, 3 Associates, Pathology, 3 Chief Residents, 3 Residents, 6 Senior Assistant Residents, 5 Junior Assistant Residents, 5 Internes, 5 Clerical Employees.

Bacteriology Laboratory: 2 Fellows, Bacteriology Laboratory, Head Bacteriologist, 2 Principal Bacteriologists, Senior Research Laboratory Technician, Senior Bacteriologist, 4 Laboratory Technicians, 4 Laboratory Assistants, Hospital House Worker, 2 Clerical Employees.

Ascheim Zondek Laboratory: 2 Laboratory Technicians.

Histology Laboratory: Research Laboratory Technician, 3 Laboratory Technicians, 2 Laboratory Assistants.

Neuropathology Laboratory: 2 Laboratory Technicians.

Cystology Laboratory: 4 Laboratory Technicians.

Mortuary: Mortuary Supervisor, Assistant Mortuary Supervisor, 2 Principal Hospital Medical Workers, 2 Senior Hospital Medical Workers, 8 Hospital Medical Workers, Senior Hospital House Worker, Hospital House Worker.

Biochemical Laboratory: Director, Biochemical Laboratory, Senior Research Laboratory Technician, 2 Research Laboratory Technicians, 8 Laboratory Technicians, 3 Laboratory Assistants, Hospital Medical Worker, Clerical Employee.

Department of Physical Medicine and Rehabilitation: Director, Physical Therapy, Principal Physical Therapist, Senior Physical Therapist, 8 Physical Therapists, 2 Occupational Therapist.

Radiology Department: Director, Radiology, Associate Director, Radiology, 6 Associates, Radiology, 2 Residents, 10 Senior Assistant Residents, Head X-Ray Technician, X-Ray and Radium Therapist, Principal X-Ray Technician, 16 Senior X-Ray Technicians, 3 X-Ray Technicians, Head Nurse, 4 Floor Nurses, Nurse, Technician, 11 Clerical Employees, 23 Hospital Medical Workers.

Central Supply: Supervising Nurse Administrator, 2 Floor Nurses, 9 Hospital House Workers, Senior Hospital Medical Worker, 16 Hospital Medical Workers, 15 Hospital Medical Workers (part time), Clerical Employee.

Ambulance Service: Supervisor Ambulance Service, 2 Ambulance Foremen, 31 Ambulance Drivers.

Temporary Employees: \$382,500.00 (estimated cost of Special Nurses, one shift or more) and vacation supply for other employees.

Overtime, \$118,000.00 for the salaries of Nurses and other employees who are willing to work Saturdays or a day beyond the regular 5-day week.

Contractual Services:

Repairs and Servicing of Equipment:

Sharpening and repairing of instruments, \$15,000.00; X-Ray machines and tubes, \$17,000.00; laboratory, \$6,998.00; medical, surgical and hospital equipment, \$6,000.00; automotive, \$6,000.00.

Travel Expenses: Carfares for social workers, and student nurses, \$1,726.00.

Other Contractual Services: Advertising, \$200.00; binding, \$1,000.00; printing, \$280.00; duplicating, \$25.00.

Instaff education program for graduate nurses, \$400.00.

Instructors for School of Nursing, \$7,000.00.

Lectures for Internes, \$2,000.00.

Service charge to Red Cross for processing of blood, \$9,900.00.

Cleaning stills in Fenwal Laboratory, \$150.00.

Freight and express charges, \$325.00.

X-Ray film monitoring service, \$1,352.00.

Soundex filing in EKG Department, \$8,400.00.

Charges for processing Pathology laboratory film, \$525.00.

Charge for transfer of bodies from South Department to Morgue, \$200.00.

Various tests in outside laboratories, \$3,000.00.

Inspection of machines, \$912.00.

Engraving diplomas for doctors, \$40.00.

Staff roster for 1959, \$450.00.

Inspection of suction pumps in operating room, \$250.00.

Supplies and Materials:

Automotive, \$4,000.00.

Household Supplies, \$24,083.00.

Medical, Dental, and Hospital Supplies: Medicine and drugs, \$464,000.00; bandages, \$161,000.00; X-Ray film and supplies, \$157,000.00; laboratory supplies, \$120,000.00; miscellaneous, \$177,250.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$45,100.00.

Miscellaneous Supplies and Materials: General operating supplies, \$45,000.00; repair parts and materials, \$4,000.00; tools and instruments, \$3,000.00; miscellaneous supplies, \$12,050.00.

Hospital Department, Boston City Hospital — Continued

Current Charges and Obligations: Rentals, \$1,500; dues and subscriptions, \$5,313.00; licenses, \$21.00.
Equipment: Office equipment, \$6,061.00; medical, dental, and hospital equipment, \$43,339 00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals for the patients, house officers, and employees' cafeteria. Approximately 2,054,858 meals were served in 1958.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
259	\$901,908 00	\$6,672 00	\$868,900 00	\$11 00	\$507 00	\$1,777,998 00

Personal Services:

Dietary and Kitchen Service:

Administrative Commissary Department: Chef, Senior Assistant Chef, 5 Assistant Chefs, 2 Hospital Kitchen Workers, 2 Clerical Employees.

Dietary Department: Head Dietitian, 9 Dietitians, 9 Hospital Kitchen Workers.

Vegetable Room: Principal Hospital Kitchen Worker, 11 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Meat Cooks: 2 Principal Hospital Kitchen Workers, 8 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Butcher Shop: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Bake Shop: 4 Principal Hospital Kitchen Workers, 6 Senior Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Kitchen Storeroom: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers, Hospital Kitchen Worker.

General Kitchen Service: 1 Principal Hospital Kitchen Worker, 10 Senior Hospital Kitchen Workers, 60 Hospital Kitchen Worker.

Employees' Cafeteria: Head Hospital Kitchen Worker, Cashier, 46 Hospital Kitchen Workers, Senior Hospital Kitchen Worker.

Doctors' Dining Room: Principal Hospital Kitchen Worker, 3 Senior Hospital Kitchen Workers, 23 Hospital Kitchen Workers.

South Department Kitchen: Dietitian, Senior Assistant Chef, Principal Hospital Kitchen Worker, 5 Senior Hospital Kitchen Worker, 19 Hospital Kitchen Workers.

Temporary Employees: \$500.00.

Overtime: \$13,500.00.

Contractual Services: Repairs to kitchen equipment, \$5,600.00; carfares, \$52.00; cleaning exhaust systems in kitchens, \$1,000.00; freight charge \$15.00; sealing and adjusting scales, \$5.00.

Supplies and Materials:

Food Supplies: \$840,000.00.

Meats: Beef, veal, lamb, pork, poultry, \$274,000.00; fish, \$26,000.00; dairy products, milk and cream, \$179,000.00; butter, oleomargarin cheese, eggs, \$68,000.00; processed foods, fruits, \$31,000.00; ice cream mix, \$27,000.00; groceries and canned goods, \$147,000.00; tea, tea bags, coffee, cocoa, \$26,000.00; sugar and flour, \$19,000.00; vegetables, frozen and fresh, \$43,000.00.

Household Supplies: \$24,500.00.

Office Supplies: \$400.00.

Miscellaneous Supplies and Materials: General operating supplies, \$1,000.00; wearing apparel, \$3,000.00.

Current Charges and Obligations: Licenses, \$11.00.

Equipment: Office equipment, \$496.00; books on diet and nutrition, \$11.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the general cleaning services of the hospital. The area cleaned includes 7 ward buildings with 4 floors, 6 laboratory and research buildings with 27 floors, a house officers' building and annex with 11 floors, 4 nurses' building with 17 floors, and an accident and general service building containing 10 floors. This group is responsible for marking, mending, and distributing hospital linens; furnishes a ward porter service for handling laundry, medicine for patients, and the delivery of food trucks to the wards; operates the hospital elevators; and provides miscellaneous porter services. The laundry cleans all linens for the main hospital. An average of 85,000 pieces are finished weekly, including 33,000 sheets, 12,000 bed gowns, and over 3,000 blankets.

Responsible for the maintenance and repair work throughout the hospital and for the operation of the Power Plant. This service maintains the electrical system and makes emergency repairs; repairs and refinishes furniture; performs routine painting jobs; repairs the plumbing system; and has charge of the maintenance of the various refrigerating systems. The Power Plant supplies heat and light to approximately 26 hospital buildings. The Security Section is responsible for the control of all entrances and exits of the hospital and the protection of property and equipment.

Personal Services No.	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total	
639	\$2,150,086 00	\$436,974 00	\$543,445 00	\$1,529 00	\$5,205 00	\$200,000 00	\$3,337,239

Personal Services: Performance under this program is divided among the following divisions or sections:

Housekeeping and Linen Service:

Administrative: Supervising Nurse Administrator, Head Nurse, Clerical Employee.

Linen Room: Principal Hospital House Worker, 11 Senior Hospital House Workers, 4 Hospital House Workers.

Ward Buildings: 7 Senior Hospital House Workers, 137 Hospital House Workers.

House Officers' Building: 3 Senior Hospital House Workers, 11 Hospital House Workers.

Nurses' Homes: 3 Floor Duty Nurses, 4 Housemothers (Nurse), 2 Senior Hospital House Workers, 25 Hospital House Workers.

Dowling Ward Building: Supervising Administrator, 2 Head Nurses, 2 Senior Hospital House Workers, 24 Hospital House Workers.

Ward Porters' Department: Head Hospital House Worker, 3 Principal Hospital House Workers, 8 Senior Hospital House Worker, 56 Hospital House Workers.

Operating Room: 11 Hospital House Workers.

Elevator Department: 3 Principal Elevator Operators, 9 Senior Elevator Operators, 80 Elevator Operators.

Laundry Department: Laundry Supervisor, Assistant Laundry Supervisor, 6 Principal Hospital Laundry Workers, 8 Senior Hospital Laundry Workers, 84 Hospital Laundry Workers, Hospital House Worker.

Plant and Maintenance Service:

Administration: Plant Superintendent, Chief Power Plant Engineer, 2 Clerical Employees.

Maintenance Service: Clerk of the Works, Chief Electrician, Carpenter Foreman, Working Foreman, Steamfitter, 2 Electricians, Working Foreman Painter, 5 Steamfitters, 3 Plumbers, Plasterer, 5 Carpenters, 4 Hospital Mechanical Repairmen, Machinist, Sign Painter, 3 Painters, 3 Electrician's Helpers, 2 Steamfitter's Helpers, 4 Plumber's Helpers, Gardener's Helper.

Power Plant: First-Class Stationary Engineer, 7 Second-Class Stationary Engineers, 6 Third-Class Stationary Engineers, 13 First-Class Steam Firemen, Boiler Maintenance Man.

Security Force: Head Hospital Guard, Principal Hospital Guard, 6 Senior Hospital Guards, 24 Hospital Guards.

South Department: Supervisor's Office: Head Clerk, Principal Hospital Medical Worker, 4 Hospital House Workers, 17 Hospital Medical Workers.

Temporary Employees: \$4,200.00.

Overtime: \$20,000.00.

Contractual Services: Electricity, \$49,000.00; gas fuel, \$11,000.00.**Repair and Maintenance of Buildings and Structures,** (\$300,000.00).

Contracts for servicing of elevators and dumbwaiters, \$30,000.00; carpentry, \$50,000.00; electrical, \$50,000.00; plumbing and steam-fitting, \$65,000.00 painting, \$65,000.00; masonry and general repairs, \$40,000.00.

Servicing of Equipment, (\$34,702.00):

Housekeeping department, \$8,200.00; laundry, \$5,000.00; South department, \$2,502.00; plant department, \$19,000.00.

Transportation of Persons: Convention expenses, \$300.00; carfares, \$52.00.**Miscellaneous Contractual Services:** Advertising, \$320.00; blueprinting and microfilming, \$300.00; cleaning windows in hospital, \$10,500.00; other cleaning, \$500.00; freight and express charges, \$200.00; extermination of pests, \$2,500.00; miscellaneous inspections, \$9,000.00; architects' fees, \$1,000.00; services of consulting engineer, \$10,400.00; public relations, \$7,200.00.**Supplies and Materials:** Fuel oil, \$260,205.00.**Household Supplies and Materials,** (\$150,205.00):

Laundry, \$6,000.00; linen room, \$90,000.00; storeroom, \$52,205.00; plant, \$2,000.00.

Medical, dental and hospital supplies, \$150.00.**Postage, forms, cards and stationery,** \$2,100.00.**Miscellaneous Supplies and Materials,** (\$130,785.00):

Linen room, \$58,500.00; storeroom, \$5,500.00; laundry, \$1,700.00; plant, \$31,000.00; power plant, \$8,900.00; wearing apparel (uniforms), \$25,000.00; miscellaneous, \$185.00.

Current Charges and Obligations: Gas rentals, \$360.00; rental of Ozone generators, \$1,134.00; dues and subscriptions, \$35.00.**Equipment:** Miscellaneous Equipment, (\$5,205.00):

Housekeeping equipment, \$20.00; laundry, \$3,360.00; storeroom, \$180.00; power plant, \$1,645.00.

Structure and Improvements: Installations, alterations and repairs, (\$200,000.00):

Repairs and alterations to Burnham Building	\$15,000 00
Remove and rebuild wall, Massachusetts Avenue-North Street	6,500 00
Pave Tunnel roofs, South Department	6,000 00
Install compound injector to boilers	5,500 00
Installation piping and counter work	17,000 00
Improvements to Personnel Rest Areas	10,000 00
Building and equipping Bone Bank	4,000 00
Anesthesia Supply Room	6,000 00
Rehabilitation of Physio-Therapy Suite	10,000 00
Handling Steam Condensate returns	30,000 00
Alterations to Kitchen and Utility Rooms, Medical Building	30,000 00
Alterations to Kitchen and Utility Rooms, Surgical Building	30,000 00
Repairs to Patient Call System, Dowling Building and other buildings	15,000 00
Drown House: Enclose stairways	3,000 00
Repairs to Tunnel floors	6,000 00
New waste and supplies, pipes under Cafeteria	6,000 00

5. OUT-PATIENT AND EMERGENCY SERVICE

This program consists of all out-patient clinic and emergency services. Out-patient problems of a medical or surgical nature as well as the diagnosis and treatment of problems in pediatrics, gynecology, allergies, epilepsy, etc., are handled in the Out-Patient Department. Situations of an emergency nature in the East Boston area are handled at the East Boston Relief Station. Emergency cases coming to the main hospital are handled on the Accident Floor, 89,098 treated in 1958. The Fracture Unit is maintained for the treatment of orthopedic cases and the emergency treatment of fractures, dislocations, and sprains. This unit also treats in-patients and a portion of its costs is charged to Program 2, Professional Care of Patients.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
273	\$978,385 00	\$4,656 00	\$31,762 00	\$2,991 00	\$1,017,794 00

Personal Services:**Out-Patient Department:**

Administrative: Nursing Director, Supervising Nurse Administrator.

Nursing Service: 3 Supervising Nurse Administrators, 10 Head Nurses, 15 Floor Nurses, 4 Floor Nurses (part time), Senior Hospital Medical Worker, 21 Hospital Medical Workers.

Laboratory and Technical Service: Director of Immunology, 2 Junior Bacteriologists, 7 Laboratory Technicians, Laboratory Assistant, 7 Laboratory Assistants (part time), Dental X-Ray Technician, Head X-Ray Technician, 2 Senior X-Ray Technicians, Hospital House Worker.

Clerical and Record Service: Assistant Medical Librarian, Head Clerk, 2 Principal Clerks, 14 Clerical Employees, 17 Clerical Employees (part time); 2 Hospital Medical Workers.

V. D. Clinic Program: Laboratory Assistant, Clerk-Typist; Clerk (part time), 3 Head Nurses.

Hospital Department, Boston City Hospital — Continued

East Boston Relief Station: Executive Physician, Supervising Nurse Administrator, 4 Floor Nurses, Floor Nurse (part time), 3 Ambulance Medical Aide Men, 2 Senior Hospital House Workers, 2 Hospital House Workers. Clerical Employee.

Fracture Unit:

Medical Staff: 4 Residents, 4 Senior Assistant Residents.

General and Administrative: Supervising Nurse Administrator, Principal Medical Stenographer, 8 Hospital House Workers, 2 Clerical Employees.

Plaster Room: 2 Head Nurses, 8 Floor Nurses, 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 11 Hospital Medical Workers, Hospital House Worker.

Splint Room: 2 Principal Hospital Medical Workers, Senior Hospital Medical Worker, 3 Hospital Medical Workers.

X-Ray Department: Roentgenologist, Head X-Ray Technician, 2 Principal X-Ray Technicians, Floor Duty Nurse, 8 Senior X-Ray Technicians, X-Ray Technician, 6 Hospital Medical Workers, Laboratory Technician, Principal Clerk, 4 Clerical Employees.

Accident Floor, Nursing Service: Supervising Nurse Administrator, 6 Head Nurses, 12 Floor Nurses, 3 Floor Nurses (part time), 2 Male Nurses, 26 Ambulance Medical Aide Men, 9 Hospital Medical Workers.

Temporary Employees: \$6,300.00.

Overtime: \$12,500.00.

Contractual Services: Repair of equipment, \$4,200.00; carfares, \$5.00; inspection of sprinkler equipment, \$24.00; cleaning windows, East Boston Relief Station, \$265.00; elevator inspection, East Boston Relief Station, \$144.00; binding, \$18.00.

Supplies and Materials: Fuel oil, \$1,795.00; household supplies, \$1,212.00; medical, dental, and hospital supplies, \$20,600.00; postage, cards, forms, and stationery, \$7,200.00; miscellaneous supplies and materials, \$955.00.

Equipment: Office equipment, \$1,546.00; medical, dental, and hospital equipment, \$1,445.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
1. Administrative and General Services	208	\$815,235 00	\$100,565 00	\$22,410 00	\$1,626 00	\$1,897 00	—	\$941,733 00
2. Professional Care of Patients	2,077	6,574,386 00	89,133 00	1,216,483 00	6,834 00	49,400 00	—	7,936,236 00
3. Dietary Planning, Preparation, and Serving of Meals	259	901,908 00	6,672 00	868,900 00	11 00	507 00	—	1,777,998 00
4. Maintenance of Household and Property	639	2,150,086 00	436,974 00	543,445 00	1,529 00	5,205 00	\$200,000 00	3,337,239 00
5. Out-Patient and Emergency Service	273	978,385 00	4,656 00	31,762 00	—	2,991 00	—	1,017,794 00
TOTALS	3,456	\$11,420,000 00	\$638,000 00	\$2,683,000 00	\$10,000 00	\$60,000 00	\$200,000 00	\$15,011,000 00

SANATORIUM DIVISION, HOSPITAL DEPARTMENT

1-06-21

The Sanatorium Division of the Hospital Department was established by the city for the care of adults suffering from pulmonary tuberculosis. It is located in Mattapan on a 51-acre site and consists of 14 hospital buildings which contain 590 beds for patients, plus housing for 185 employees and 3 residences for doctors.

During 1958, 803 patients were given 149,330 days' care at the sanatorium. The daily average number of patients was 408, and the average days' care was 272.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$1,587,002 30	\$1,607,282 75	\$1,649,000 00	\$1,699,000 00	\$1,689,000 00	
Contractual Services . . .	122,251 73	124,836 24	101,600 00	207,878 00	121,350 00	
Supplies & Materials . . .	437,581 71	429,359 51	460,400 00	451,425 00	430,425 00	
Current Charges & Oblig's . . .	241 00	722 45	320 00	250 00	250 00	
Equipment . . .	5,701 01	15,061 52	20,700 00	72,535 00	28,620 00	
Structures & Improvements . . .	77,318 03	105,908 89	40,000 00	355,500 00	50,000 00	
Land & Non-Structural Improvements to Land . . .	2,117 50	2,496 00	—	5,000 00	2,500 00	
TOTALS . . .	\$2,232,213 28	\$2,285,667 36	\$2,272,020 00	\$2,791,588 00	\$2,322,145 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$178,000 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the sanatorium based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments; budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed. Telephone service is supplied, and religious services are conducted.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
34	\$117,450 00	\$6,676 00	\$3,125 00	\$48 00	\$339 00	\$127,638 00

Personal Services: Administrative and General Services: Superintendent and Medical Director, Head Administrative Clerk, Head Clerk, 18 Clerical Employees, Principal Storekeeper, 2 Senior Hospital House Workers, Senior Telephone Operator, 4 Telephone Operators, 3 Chaplains, 2 Organists. Temporary employees, \$1,000.00; Overtime, \$950.00.

Contractual Services: Telephone service, \$5,100.00; servicing of office machines and appliances, \$450.00; carfares, \$10.00; advertising, \$400.00; services of motion picture operator, \$416.00; services of chaplain (vacation coverage), \$100.00; blueprinting and duplicating, \$150.00; freight and express charges, \$50.00.

Supplies and Materials: Household supplies, \$500.00; postage, forms, cards, and stationery, \$2,300.00; twine, paper, etc. for storeroom, \$200.00; miscellaneous supplies, \$125.00.

Current Charges and Obligations: Premium on surety bonds, \$40.00; dues and subscriptions, \$8.00.

Equipment: Typewriters, \$235.00. Lamps, \$24.00; Directory, \$80.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, surgical, and nursing care of the patients. Extensive antibiotic therapy is employed; pneumoperitoneum refills are given; a thoracic surgical unit is operated; occupational therapy and physiotherapy are provided; clinical and physiology laboratories are operated. The School of Nursing conducts courses in tuberculosis nursing for students from 3 affiliated schools of nursing. A Psychiatric unit, established in 1957, is now functioning. A Pharmacy, Medical Social Work Division, and Medical Records Section are maintained.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
265	\$842,000 00	\$13,374 00	\$89,800 00	\$175 00	\$14,890 00	\$960,239 00

Personal Services: Performance under this program is divided among the following divisions or sections.

Medical Administration Division: Chief of Staff, Chief Resident Physician and Executive Assistant.

Nursing Administration Division: Superintendent of Nurses, 3 Assistant Superintendents of Nurses, 2 Night Supervisors of Nurses.

General Care:

Medical: 2 Senior Staff Physicians, 2 Junior Staff Physicians, 2 Resident Physicians, 3 Visiting Physicians.

Nursing: 14 Head Nurses, 30 Registered Graduate Nurses, 3 Nonregistered Nurses, 23 Licenses Practical Nurses, 6 part-time Registered Graduate Nurses, 23 Patient Male Nurses, 20 Senior Hospital Medical Workers, 80 Hospital Workers.

Operating Room Section:

Medical: Thoracic Surgeon in Chief, Resident Surgeon, 2 Rotating Resident Surgeons.

Nursing: Supervisor of Operating Room, 2 Head Nurses, Senior Hospital Medical Worker.

Medical Records Section: 5 Clerical Employees.

Sanatorium Division, Hospital Department — Continued

School of Nursing: Assistant Superintendent of Nurses and Instructor, Assistant Superintendent of Nurses.

Medical Social Work Section: Medical Social Work Supervisor, 2 Medical Social Workers, Clerical Employee, Patient Choreman.

Clinical and Physiological Laboratories: Principal Bacteriologist, Junior Bacteriologist, 2 Laboratory Technicians, Senior Hospital Medical

Worker, Hospital Medical Worker, Registered Graduate Nurse.

Special Professional Services:

X-Ray Department: Visiting Roentgenologist, 2 Principal X-Ray Technicians, Hospital Medical Worker.

Occupational Therapy: Head Occupational Therapist, 2 Occupational Therapists, Patient Choreman.

Dental Service: Visiting Dental Surgeon, Dental Hygienist.

Pharmacy Department: Head Pharmacist, Pharmacist, Hospital House Worker.

Physiotherapy Department: Head Nurse Physiotherapist.

Otolaryngological Clinic: Visiting Laryngologist.

Eye Clinic: Visiting Ophthalmologist.

Psychiatric Clinic: Clinical Psychologist (part time), 3 Resident Psychiatrists (part time).

Ambulance Section: Garage Foreman, Chauffeur.

Overtime, \$27,000.00.

Contractual Services: Repairs to medical and hospital equipment, \$1,300.00; carfares for social workers, \$40.00; travel expenses for attendants at conventions, \$500.00; salaries of 5 visiting surgeons (maximum of \$1,800.00 a year), and 1 Laboratory Consultant at \$35.00 a visit, \$9,250.00; service charge for Red Cross blood, \$1,800.00; duplicating services, \$400.00; freight and express charges, \$50.00; miscellaneous, \$34.00.

Supplies and Materials: Automotive supplies and materials, \$200.00; household supplies, \$1,100.00; laboratories, \$16,100.00; medical, dental and hospital supplies, \$63,900.00; postage forms, cards, and stationery, \$2,250.00; wearing apparel, \$3,250.00; occupational therapy supplies, \$3,000.00.

Current Charges and Obligations: Dues and subscriptions, \$175.00.

Equipment: Typewriters and office machines, \$815.00; medical, surgical and laboratory equipment, \$13,600.00; library books, \$75.00; miscellaneous equipment, \$400.00.

3. DIETARY PLANNING, PREPARATION, AND SERVING OF MEALS

Responsible for the planning and preparation of meals. Approximately 2,000 meals are prepared in the main kitchen daily. Food for patients of 16 of the wards is delivered in electrically-heated food trucks. About 400 meals are served to employees in the cafeteria daily; 100 meals a day are served in the patients' cafeteria.

Personal Services		Contractual	Supplies	Current	Equipment	Total
No.	Amount	Services	Materials	Charges		
91	\$307,000 00	\$1,000 00	\$256,950 00	\$7 00	\$1,160 00	\$566,117 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Head Dietitian, 2 Dietitians.

Main Kitchen: Chef, 2 Head Hospital Kitchen Workers, 3 Principal Hospital Kitchen Workers, 14 Senior Hospital Kitchen Workers, Hospital Kitchen Workers.

Bake Shop: Head Hospital Kitchen Worker, 3 Principal Hospital Kitchen Workers, Senior Hospital Kitchen Worker.

Butcher Shop: Principal Hospital Kitchen Worker, 2 Senior Hospital Kitchen Workers.

Refrigerator Section: 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Vegetable Room: 2 Principal Hospital Kitchen Workers, 4 Hospital Kitchen Workers.

Diet Kitchen: 3 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Truck and Cleaning Section: 9 Hospital Kitchen Workers.

Cafeteria Section: 3 Senior Hospital Kitchen Workers, 20 Hospital Kitchen Workers.

Overtime, \$10,000.00.

Contractual Services: Repairing kitchen equipment, \$1,000.00.

Supplies and Materials: Food supplies, \$250,000.00 (meats and fish, \$95,000.00; milk, cream and ice cream mix, \$45,000.00; fruits and vegetables, \$48,000.00; butter, eggs and cheese, \$27,000.00; groceries, surplus commodities charges, etc., \$25,000.00; flour and cereals, \$10,000.00; household supplies, \$5,450.00; postage, forms, cards, and stationery, \$150.00; wearing apparel, \$750.00; repair parts for kitchen equipment, \$200.00; miscellaneous supplies, \$400.00.

Current Charges and Obligations: Licenses, \$7.00.

Equipment: Food trucks, \$1,160.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

The Plant Operation and Maintenance Section is responsible for the operation of the Power Plant, which supplies the heat and steam required by all buildings; for the maintenance and repair work in the 14 hospital buildings and 3 residences for doctors; for the supervision and inspection of all contract work; for the upkeep and patrolling of the 51 acres grounds. Elevator service is provided and the refrigeration plant is maintained. The Housekeeping Section is responsible for the cleaning of all hospital buildings with the exception of the kitchen and laundry; for the operation of the medical and surgical stockroom, making about 83,000 issues a year; for the operation of the linen room; and for matron service in the Nurses' Home and Domestic Building. The square foot area in ward buildings amounts to 230,000, and there are 700,000 square feet in the Nurses' Home and Domestic Building. The Laundry Section is responsible for the laundering of all hospital linen for the wards, Nurses' Home, Domestic Building, and dining rooms. In addition, because of the communicable nature of the disease, the personal clothes of patients and the uniforms of nurses and employees are laundered. For the year 1958 the following approximate work was done by the laundry: finished work, 104,000 pieces, flat work, 666,246 pieces, fluff dry, 158,000 pieces. During 1958 a central linen system for the hospital wards was set up and the laundry is processing approximately 2,400 linen requisitions a month.

Personal Services No.	Contractual Services Amount	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Non- structural Improvements to Land	Total	
28	\$422,500 00	\$100,300 00	\$80,550 00	\$20 00	\$12,231 00	\$50,000 00	\$2,500 00	\$668,151 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Plant Operation and Maintenance Section:

Administrative: Assistant Plant Superintendent, Chief Power Plant Engineer, 3 Second Class Stationary Engineers, 2 Third Class Stationary Engineers, 6 Steam Firemen.

Grounds: Principal Hospital House Worker, 9 Senior Hospital House Workers.

Maintenance Section: Electrician, Working Foreman-Carpenter, Carpenter, Plumber, Steamfitter, 2 Plasterers, 2 Senior Hospital House Workers, 3 Watchmen, 4 Elevator Operators.

Housekeeping:

Administrative: Head Housekeeper, 2 Principal Hospital House Workers.

Cleaning, 4 Senior Hospital House Workers, 55 Hospital House Workers.

Medical and Surgical Storeroom Section: Senior Hospital House Worker.

Linen Room: 2 Senior Hospital House Workers.

Laundry Section: Laundry Supervisor, Principal Hospital Laundry Worker, 5 Senior Hospital Laundry Workers, 1 Senior Hospital

House Worker, 16 Hospital Laundry Workers.

Overtime, \$10,050.00.

Contractual Services: Electricity, \$18,000.00; gas fuel \$2,700.00; repairs and maintenance of buildings and structures, \$65,000.00; (carpentry, \$10,000.00; electrical, \$2,000.00; plumbing and steamfitting, \$11,000.00; fireproof storeroom at garage, \$1,500.00; painting, \$17,500.00; pointing and waterproofing, \$10,000.00; to continue program of installing ceramic tile in washrooms, \$5,000.00; replacing asphalt tile, \$3,800.00; ventilating system for kitchen and laundry, \$4,200.00); servicing of equipment: automotive, \$375.00; machinery and tools, \$2,000.00; medical and hospital, \$4,425.00; miscellaneous equipment, \$450.00; cleaning, \$1,500.00; maintenance of elevators, \$4,800.00; vermin control, \$1,000.00; miscellaneous contractual services, \$50.00.

Supplies and Materials: Automotive, \$225.00; fuel oil, \$51,000.00; household supplies and materials, \$16,950.00; forms, cards and stationery, \$300.00; building supplies, \$7,200.00; fire fighting supplies, \$125.00; general operating supplies, \$1,300.00; repair parts (non-automotive), \$1,700.00; tools and instruments, \$950.00; wearing apparel, \$150.00; other supplies, \$650.00.

Current Charges and Obligations: Registrations, \$20.00.

Equipment: Attachments for tractor and mowing machines, \$1,420.00; office furniture, \$1,126.00; electrical equipment, \$250.00; fire fighting equipment, \$100.00; household equipment, \$9,335.00.

Structures and Improvements: \$50,000.00: Add wing to Receiving Room to permit centralization of supplies, \$32,500.00; enlarge rooms on ground floor of G Building — west side, \$6,200.00; plumbing and electrical projects, \$11,300.00.

Land and Non-Structural Improvements to Land: Planting trees, landscaping of grounds, \$2,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equip- ment	Structures Improve- ments	Land and Nonstruc- tural Im- provements to Land	Total
Administrative and General Services	34	\$117,450 00	\$6,676 00	\$3,125 00	\$48 00	\$339 00	—	—	\$127,638 00
Professional Care of Patients	265	842,000 00	13,374 00	89,800 00	175 00	14,890 00	—	—	960,239 00
Dietary Planning, Preparation, and Serving of Meals	91	307,000 00	1,000 00	256,950 00	7 00	1,160 00	—	—	566,117 00
Maintenance of Household and Property	128	422,550 00	100,300 00	80,550 00	20 00	12,231 00	\$50,000 00	\$2,500 00	668,151 00
TOTALS	518	\$1,689,000 00	\$121,350 00	\$430,425 00	\$250 00	\$28,620 00	\$50,000 00	\$2,500 00	\$2,322,145 00

LONG ISLAND HOSPITAL DIVISION, HOSPITAL DEPARTMENT

1-06-31

This division of the Hospital Department operates a hospital for the chronic sick and the homeless on Long Island which is situated in Boston Harbor and connected to the mainland by a viaduct. The institution consists of 24 buildings 5 of which house 700 hospital patients, and 1 has facilities for 439 dormitory cases. A nurses' home and 4 other buildings house the employees who live at the island. There are 216 acres of land and 7 miles of roadway. The average daily census is 618 in hospital wards and 360 in the dormitory.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor
1—Personal Services . . .	\$1,397,560	13	\$1,417,048	00	\$1,510,000	00	\$1,918,552	\$1,585,000
2—Contractual Services . . .	184,412	06	179,396	19	179,800	00	280,032	211,100
3—Supplies & Materials . . .	620,852	90	676,073	99	633,400	00	724,211	653,800
4—Current Charges & Oblig's	859	20	1,776	72	2,300	00	2,500	2,000
5—Equipment	13,214	55	17,444	07	41,000	00	58,136	42,000
7—Structures & Improvements	43,117	45	73,709	39	83,000	00	150,200	50,000
TOTALS	\$2,260,016	29	\$2,365,448	36	\$2,449,500	00	\$3,133,631	\$2,543,900

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$1,621,802 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for direction and supervision of the hospital based on policies formulated by the Board of Trustees. Coordinates the fiscal and administrative functions by providing general clerical and accounting services for all departments. budgets are prepared; perpetual inventory records of supplies are maintained; supplies and materials are requisitioned, distributed, and stored; personnel records are processed; telephone service is supplied; religious services are conducted; and recreational activities are provided.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$108,250 00	\$3,299 00	\$3,002 00	\$415 00	\$1,700 00	\$166,666 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Superintendent, Clerical Employee.

General Services:

General Section: Head Administration Clerk, Senior Accountant, 2 Head Clerks, 13 Clerical Employees.

Personnel Section: 4 Clerical Employees.

Telephone Section: 6 Telephone Operators and Clerks.

Religious Section: Resident Chaplain, 2 Chaplains, Organist (full time), Organist (part time).

Commissary Section: 2 Senior Storekeepers.

Overtime, \$1,500.00.

Contractual Services: Servicing of office equipment, \$849.00; travel expenses, \$800.00; freight and express charges, \$1,500.00; professional and technical services, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,152.00; miscellaneous, \$850.00.

Current Charges and Obligations: Dues and subscriptions, \$65.00; premiums on surety bonds, \$350.00.

Equipment: Typewriters, \$630.00; office furniture, \$670.00; miscellaneous equipment, \$400.00.

2. PROFESSIONAL CARE OF PATIENTS

Responsible for the medical, nursing, and surgical care of 1,000 patients daily. About 222,000 days of care will be given to patients in the hospital wards and about 130,000 days of care to dormitory patients. Conducts X-ray, occupational therapy, physical therapy, dental, and laboratory services. Maintains a pharmacy and Social Service Division. A School of Practical Nursing is conducted at the hospital for approximately 50 students.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
300	\$828,800 00	\$65,100 00	\$125,192 00	\$1,517 00	\$26,640 00	\$1,047,249 00

Personal Services: Performance under this program is divided among the following divisions or sections:

General Care Section:

Administrative: Medical Director.

Resident Staff: Resident Physician, 10 Assistant Resident Physicians.

Visiting Staff: Refractionist, Physician-Consulting Laryngologist.

Special Professional Services:

Pathological Section: Pathologist, 3 Laboratory Technicians, Laboratory Helper, Mortuary Attendant.

Radiology Section: Radiologist, 2 Senior X-Ray Technicians, X-Ray Technician, Attendant Nurse.

Dental Section: Dentist, Dental Hygienist.

Podiatry Section: Supervising Podiatrist, 2 Podiatrists.

Occupational Therapy Section: Senior Occupational Therapist, 4 Occupational Therapists.

Physical Therapy Section: Principal Physical Therapist, Senior Physical Therapist, 2 Physical Therapists.

Pharmacy Section: Head Pharmacist, Inhalation Equipment Technician.

Medical Library Section: Medical Record Librarian, Clerical Employee.

Nursing Division:

Administrative: Superintendent of Nurses and Director of Training School for Practical Nurses.

Nursing Care Section: Assistant Superintendent of Nurses, Night Supervisor of Nurses, 5 Supervisors of Nurses, Operating Room Nurse, 33 Head Nurses, 26 Graduate Nurses (Registered), Graduate Nurse (Non-Registered), 23 Licensed Practical Nurses, Senior Attendant Nurse, 109 Attendant Nurses.

School of Practical Nursing: Teacher of Attendant Nursing, 35 Student Practical Nurses.

Nursing Home Section: Proctor.

Social Service Division:

Administrative: Head Social Work Supervisor.

Intown Admitting Section: 3 Social Work Supervisors, 3 Social Workers, 2 Clerical Employees, Transportation Officer.

Medical Social Work Section: 3 Social Workers, Principal Hospital Medical Worker, Senior Attendant Nurse, 3 Clerical Employees.

Temporary Employees, \$8,300.00. Overtime, \$27,500.00.

Contractual Services: Servicing of medical and hospital equipment, \$4,900.00; transportation of patients, \$2,500.00; care of Boston cases at State Infirmary, \$21,225.00; advertising, \$250.00; repairing of dentures, eyeglasses, braces, legs, etc., \$300.00; Red Cross blood and special laboratory work, \$500.00; visiting and consulting staff services, \$35,000.00; printing, binding, and ruling, \$300.00; certificates and music for graduates of practical nursing, \$125.00.

Supplies and Materials:

Household Supplies: Cloth, \$10,000.00; linen, towels and bedding, \$10,000.00; comforts, \$5,000.00; miscellaneous, \$5,039.00.

Medical, Dental and Hospital Supplies: Medicine and drugs, \$38,000.00; surgical, clinical and dental supplies, \$7,200.00; pharmacy supplies, \$6,500.00; X-ray supplies and materials, \$3,500.00; miscellaneous medical and surgical supplies, \$9,800.00.

Office Supplies and Materials: Postage, forms, cards, and stationery, \$2,748.00.

Miscellaneous Supplies: Wearing apparel, \$25,000.00; occupational therapy, \$2,405.00.

Current Charges and Obligations: Licenses, \$50.00; dues and subscriptions, \$373.00; rentals, \$1,094.00.

Equipment: Typewriter, \$210.00; office furniture, \$490.00; electrical and mechanical equipment, \$500.00; library books, \$485.00; household furniture, \$2,090.00; hospital equipment, \$12,000.00; medical and surgical equipment, \$1,405.00; X-ray equipment, \$1,965.00; operating room equipment, \$995.00; physiotherapy equipment, \$1,400.00; dental equipment, \$100.00; neurological equipment, \$5,000.00.

3. DIETARY PLANNING, PREPARATION AND SERVING OF MEALS

Responsible for the planning, ordering, preparing, serving, and supervising of all the meals for approximately 1,000 patients and 300 employees. About 1,358,400 meals were served to the patients and employees in 1958.

Personal Services No.	Amount	Supplies Materials	Equipment	Total
69	\$189,500 00	\$394,665 00	\$2,000 00	\$586,165 00

Personal Services: Performance under this program is divided among the following divisions or sections:

Administrative: Steward.

Main Kitchen: 2 Chefs, Assistant Chef, Principal Hospital Kitchen Worker (Cook), 7 Senior Hospital Kitchen Workers, 10 Hospital Kitchen Workers.

Bakery: Head Hospital Kitchen Worker (Baker), 2 Senior Hospital Kitchen Workers (Baker), 2 Hospital Kitchen Workers.

Butcher Shop: Head Hospital Kitchen Worker (Meatcutter), Principal Hospital Kitchen Worker (Meatcutter), 3 Senior Hospital Kitchen Workers.

Diet Kitchen: Head Dietitian, 2 Senior Hospital Kitchen Workers, 2 Hospital Kitchen Workers.

Ward Kitchen: 10 Hospital Kitchen Workers.

Employees' Cafeteria: Senior Hospital Kitchen Worker, 11 Hospital Kitchen Workers.

Patients' Cafeteria: Senior Hospital Kitchen Worker, 9 Hospital Kitchen Workers.

Overtime: \$6,500.00.

Supplies and Materials: Food supplies, \$390,000.00 (dairy products, \$105,300.00; meats, fish and poultry, \$175,500.00; processed foods, \$81,900.00; vegetables and fruits, \$27,300.00).

Household Supplies and Materials: Cutlery and silverware, \$840.00; kitchen utensils, \$1,250.00; glassware and dishes, \$2,525.00.

Postage, forms, cards, and stationery, \$50.00.

Equipment: Kitchen equipment, \$2,000.00.

4. MAINTENANCE OF HOUSEHOLD AND PROPERTY

Responsible for the operation, maintenance, and repair of all machinery, furniture, and equipment, the cleanliness and protection of the patients, employees, and the hospital property in general. Maintains a Security Guard Division, operates a power plant which supplies the heat and light required, operates a laundry which cleans all the bed linen and clothing for the hospital patients. Turns out the following weekly: press work, 2,600 pounds, rough dry, 10,000 pounds, flat work, 5,000 pounds. The sewing room: pieces mended, 450; pieces manufactured, 1,500 (included are towels, clothing, and linen).

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Total
140	\$458,450 00	\$142,701 00	\$130,941 00	\$68 00	\$11,660 00	\$50,000 00	\$793,820 00

Long Island Hospital Division, Hospital Department — Continued

Personal Services: Performance under this program is divided among the following divisions or sections:

Maintenance Section:

Administrative: Plant Superintendent.

Maintenance Unit: Electrician Foreman, Plumber Foreman, Machinist Foreman, Working Foreman-Carpenter, Working Foreman Painter, Working Foreman-Plumber and Steamfitter, Motor Equipment Repairman, Plumber, Plasterer, Carpenter, Cabinetmaker and Carpenter, Spray Painter, 4 Painters, 7 Motor Equipment Operators and Laborers, 3 Carpenter's Helpers, 3 Electrician's Helpers, Plumber's Helper, 2 Steamfitter's Helpers, Transportation Attendant, 6 Hospital Laborers, Cemetery Laborer, 3 Hospital House Workers, Painter's Helper.

Power Plant Unit: Chief Power Plant Engineer, 4 Second-Class Stationary Engineers, 5 Steam Firemen.

Housekeeping Unit: Supervising Housekeeper, Senior Hospital House Worker, 26 Hospital House Workers.

Laundry Division: Laundry Manager, 4 Senior Hospital Laundry Workers, Head Laundress, Principal Hospital House Worker (sewing)

6 Senior Hospital House Workers (sewing), 18 Hospital Laundry Workers.

Security Unit: Head Hospital Guard, Principal Hospital Guard, 3 Senior Hospital Guards, 15 Hospital Guards, Watchman.

Miscellaneous Division: Supervisor Patient Labor, Senior Building Custodian, Shoe Repairman, Motion Picture Operator, Gardener.

Temporary: \$1,700.00.

Overtime: \$14,500.00.

Contractual Services: Telephone service, \$7,800.00; electricity, \$30,000.00.

Repairs and Maintenance of Buildings and Structures: \$40,000.00.

Carpentry: \$8,000.00.

Construct sand boxes on Main Road for emergency sanding.

Renew window frames and sash at Power House.

Enlarge Nurses' Station (2) — Morris Building.

Construct Doctors' Office — Morris Building.

Construct screen porch opposite Cafeteria.

Repair window frames and doors throughout Hospital.

Installation of floor tile (rubber asphalt, vynal).

Repair bulkhead — Attendants' Home.

Install air conditioners in following departments:

Social Service, Superintendents Office, Administration Office, Payroll, Pathological Laboratory and Laundry Office.

Repairs to planking — Front Wharf.

Repair insulation on walls and ceilings of all refrigerator boxes — Main Kitchen.

Electrical: \$6,000.00.

Install 60 fixtures in Wards A, B, C and D.

Wire basement of old chapel for installation of carpenter's machinery.

Repairs and inspection of Fire Alarm System.

Extension of call bell system.

Christmas wiring.

Rewire Pathology Laboratory.

Servicing of P.A. System.

Maintenance of Electric Elevators.

Installation of new valve and controls to Hydraulic Elevator.

Commissary Store.

Painting and Plastering: \$8,000.00.

Paint white traffic line from Gate House to parking lot.

Paint white parking lines for cars — Parking Lot.

Interior Painting — General Plant.

Exterior Painting — General Plant.

Paint Hospital Beds.

Plastering — General Plant.

Plumbing and Steamfitting: \$6,000.00.

Enlarge and relocate waste lines for four refrigerator compressors in Butcher Shop.

New toilet room for Red Cross Volunteers in old Golf Room.

New sink and controls (water), O.P.D. — 3-foot valves and 1 new sink, including installation.

Remodel Doctors' bath room (3rd floor).

Installation of reducing valves and piping for heating of buildings.

Installation of garbage disposals.

Renew rain leaders in Main Kitchen.

Roofing and Masonry: \$5,000.00.

Renew roof over Commissary Store and Employees Cafeteria.

Repairs to roof throughout Hospital.

Ceramic Tile installation.

Repairs to tunnel walls.

Banding of Power House Chimney.

Sewers and Water System: \$2,000.00.

Repair of sewer line from Richards Building and Attendants' Home.

Rebuilding of Gate Boxes.

Emergency repairs to water lines.

Roads and Sidewalks: \$5,000.00.

Resurfacing of roads.

Landscaping.

Servicing of Equipment: Automotive, \$2,500.00; machinery and tools, \$1,800.00; repairs and servicing furniture, cables, motorless vehicles, construction and engineering equipment, \$1,951.00; miscellaneous repairs, \$2,000.00.

Bus service between Fields Corner and Long Island, \$46,000.00.

Contractual Services Not Otherwise Classified: Advertising, \$400.00; blueprinting, \$200.00; cleaning rugs, draperies, etc., \$250.00; extermination of insects and pests, \$2,700.00; contract for washing windows, \$4,000.00; sharpening tools and instruments, \$100.00; miscellaneous, \$3,000.00.

Supplies and Materials:

Automotive supplies, \$3,800.00; heating supplies, \$85,000.00.
 Household supplies: Laundry supplies, \$11,000.00; custodial supplies, \$4,346.00.
 Postage, forms, cards and stationery, \$50.00.
 Miscellaneous supplies and materials: Hardware and plumbing supplies, \$4,000.00; painting supplies, \$4,500.00; construction supplies and materials, \$3,000.00; fire-fighting supplies, \$2,000.00; tools and instruments, \$700.00; power house and laundry supplies, \$5,000.00; repair parts, nonautomotive, \$2,000.00; general operating supplies, \$1,000.00; supplies not otherwise classified, \$4,545.00.
Current Charges and Obligations: Registration, \$30.00; licenses, \$38.00.
Equipment: Electrical and mechanical equipment, \$5,000.00; laundry, \$1,000.00; bedside rugs, \$190.00; maintenance equipment, \$4,620.00; fire equipment, \$850.00.

Structures and Improvements: \$50,000.00:

Painting of two (2) spans of bridge, protection of steel \$11,000 00
 Renew all water piping in Nurses' Home 4,000 00
 Pointing brickwork in Administration Building and general plant 6,000 00
 Alterations to lavatories and bathrooms, Wards A, B, C, D 10,000 00
 Construct passageway from parking lot to tunnels under Morris Building 5,000 00
 Installation of bedside cubicles, Wards A, B, C, D 3,000 00
 Renew tubes in boiler No. 5, power house 4,000 00
 Furnish and install air conditioning in Operating Room 7,000 00

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvement	Total
Administrative and General Services	36	\$108,250 00	\$3,299 00	\$3,002 00	\$415 00	\$1,700 00	—	\$116,666 00
Professional Care of Patients	300	828,800 00	65,100 00	125,192 00	1,517 00	26,640 00	—	1,047,249 00
Dietary Planning, Preparation, and Serving of Meals	69	189,500 00	—	394,665 00	—	2,000 00	—	586,165 00
Maintenance of Household and Property	140	458,450 00	142,701 00	130,941 00	68 00	11,660 00	\$50,000 00	793,820 00
TOTALS	545	\$1,585,000 00	\$211,100 00	\$653,800 00	\$2,000 00	\$42,000 00	\$50,000 00	\$2,543,900 00

WELFARE DEPARTMENT**1-07-10**

The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below:

Title	1956		1957		1958 Appropriations	1959 Budget		Approved
	Expenditures		Expenditures			Requested by Department	Recommended by Mayor	
Central Office	\$22,598,088	38	\$22,874,087	13	\$23,323,895 00	\$24,794,032 00	\$24,265,651 00	
Temporary Home	49,891	25	51,984	52	58,830 00	63,705 00	55,998 00	
Wayfarers' Lodge	32,742	67	31,415	32	—	—	—	
TOTALS	\$22,680,722	30	\$22,957,486	97	\$23,382,725 00	\$24,857,737 00	\$24,321,649 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956		1957		1958 Appropriations	1959 Budget		Approved
	Expenditures		Expenditures			Requested by Department	Recommended by Mayor	
Personal Services	\$1,546,904	77	\$1,474,667	89	\$1,642,600 00	\$1,750,909 00	\$1,639,858 00	
Contractual Services	94,643	18	85,062	45	105,425 00	139,640 00	136,400 00	
Supplies & Materials	98,813	79	97,363	84	91,635 00	110,142 00	97,870 00	
Current Charges & Oblig's	20,938,889	86	21,295,830	64	21,537,035 00	22,843,371 00	22,434,721 00	
Equipment	1,470	70	4,562	15	6,030 00	13,675 00	12,800 00	
Structures & Improvements	—		—		—	—	—	
Land & Non-Structural Improvements to Land	—		—		—	—	—	
TOTALS	\$22,680,722	30	\$22,957,486	97	\$23,382,725 00	\$24,857,737 00	\$24,321,649 00	

In the pages that follow the detail applicable to each of the 2 divisions of the department is presented.

CENTRAL OFFICE, WELFARE DEPARTMENT

1-07-11

The Welfare Department administers the programs of public assistance established by the City of Boston. The major programs include general relief, aid to dependent children, permanently and totally disabled, old age assistance and aid to the medically indigent.

The department takes care of approximately 27,200 cases of persons or families living at home, which comprises about 37,000 individuals.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$1,493,815 50	\$1,422,628 54	\$1,606,000 00	\$1,711,034 00	\$1,606,000 00	
2—Contractual Services . . .	86,940 47	76,070 81	97,600 00	132,130 00	129,450 00	
3—Supplies & Materials . . .	77,049 25	76,518 70	79,295 00	94,862 00	83,720 00	
4—Current Charges & Oblig's	20,938,889 86	21,294,306 93	21,537,000 00	22,843,331 00	22,434,681 00	
5—Equipment	1,393 30	4,562 15	4,000 00	12,675 00	11,800 00	
TOTALS	\$22,598,088 38	\$22,874,087 13	\$23,323,895 00	\$24,794,032 00	\$24,265,651 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959:

Reimbursement from Commonwealth

Old Age assistance	\$8,219,600 00
Aid to dependent children	2,971,067 00
Disability assistance	1,853,475 00
General relief	400,000 00
Refunds from recipients and realization of resources	268,000 00
Reimbursements from Cities and Towns	200,000 00

Total estimated departmental revenues for 1959 \$13,912,142 00

*In addition to the appropriated funds the department will expend \$14,987,910.00. These funds are federal grants in-aid and are made directly to the Welfare Department. The Welfare Department will have an annual expenditure of \$39,781,942.00, in 1959.

C — PROGRAMS

I. ADMINISTRATIVE AND GENERAL SERVICES

Supervises and directs the department, establishes major policies, and coordinates local public assistance program with the federal and state governments. The chief of this division serves as secretary to the Board of Overseers.

Responsible for all personnel matters affecting the appointment, transfer, attendance records, recruitment of employees, and the preparation of payrolls; interprets new laws and regulations and furnishes the board and the department with assistance on legal matters; maintains a research and statistical service for the preparation of detailed reports on financial personnel, and public assistance programs. The division also conducts an in-service training program for new employees and periodic refresher courses for all employees, and is responsible for coordinating the welfare and civil defense program in the event of a major disaster.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
36	\$89,295 00	\$10,730 00	\$3,209 00	\$1,224 00	\$625 00	\$105,083 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Welfare Agent, Head Clerk-Secretary, 2 Clerical Employees, Head Clerk (Civil Defense), Social Work Supervisor.
 In-Service Training Section: Supervisor of In-Service Training, Clerical Employee.
 Statistical Section: Supervisor of Research and Statistics, Head Clerk, Social Worker Supervisor, 2 Clerical Employees.
 Personnel Section: Administrative Assistant, Personnel Officer, 3 Principal Clerks, 2 Telephone Operators, 7 Clerical Employees, Principal Social Work Supervisor.

Legal Section: Administrative Assistant, 3 Legal Assistants, 2 Principal Social Work Supervisors, 2 Clerical Employees.

Overtime, for emergency reports, \$300.00; temporary vacation supply, \$430.00.

Contractual Services: Telephone service, \$1,826.00; electricity, \$552.00; repairs, electrical, \$48.00; plumbing and steamfitting, \$69.00; elevators, \$1,500.00; miscellaneous, \$1,000.00; repair and servicing, automotive, \$200.00; office machines, \$44.00; miscellaneous, \$36.00; travel expenses, \$200.00; cleaning windows, \$15.00; professional and technical services, \$5,040.00; miscellaneous, \$200.00.

Supplies and Materials: Automotive Supplies, \$102.00; food, \$25.00; fuel oil, \$432.00; medical first aid, \$20.00; postage, \$1,100.00; forms, cards, stationery and miscellaneous office supplies, \$917.00; building supplies and materials, \$221.00; custodial supplies, \$392.00.

Current Charges and Obligations: Dues and subscriptions, \$674.00; premium on bonds, \$550.00.

Equipment: Office furniture: desks, chairs, \$615.00; library, \$10.00.

2. SUPERVISION AND DIRECTION OF BUSINESS OPERATIONS

Supervises and directs the Business Division. Responsible for determining legal settlement on old age assistance and general relief; sends notices to cities and towns on active cases receiving aid in Boston but legally settled elsewhere within the Commonwealth and on cases without legal settlement; makes settlement determination on notices received from cities and towns on active cases in those towns claiming legal settlement in Boston; determines legal settlement on medically indigent patients at the Boston City Hospital; and verifies vital statistics records on cases receiving aid under all categories. It is anticipated that this section will investigate, to determine responsibility for settlement in 1959, 30,000 cases.

Responsible for the fiscal and accounting operations of the entire department. The division prepares the welfare payrolls, disburses checks and cash on accepted cases, and maintains appropriate records. An aid audit is made of all authorizations of assistance; claims for federal and state reimbursement are prepared; and necessary monthly and annual reports are issued.

Responsible for the maintenance of the file room and the master file indices of all social and business records of the department; acts as an information center for district offices and authorized agencies, receiving approximately 21,000 inquiries a year; requisitions and accounts for all supplies and materials; maintains a duplicating and photostat unit; and provides routine maintenance of office equipment and furniture. Cleaning and custodial services and ordinary repairs to buildings and structures are also responsibilities of this section. The central office and units occupy a total of 142,323 square feet of office space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
225	\$494,845 00	\$21,528 00	\$20,916 00	\$63,155 00	\$7,115 00	\$607,559 00

Personal Services: Performance under this program is divided among the following sections:

Office of Assistant Deputy Welfare Agent: Assistant Deputy Welfare Agent; Senior Accountant; Senior Bookkeeper.

Finance and Fiscal Section: Principal Accountant, Supervisor Statistical Machines, 2 Head Administrative Clerks, 2 Accountants, 4 Head Clerks, 11 Principal Bookkeepers, 77 Clerical Employees, 18 Senior Bookkeepers.

Settlement Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 2 Social Work Supervisors, Head Clerk, 29 Social Workers, 18 Clerical Employees.

Records Section: Head Administrative Clerk, 16 Clerical Employees.

Supplies and Equipment Section: Supervisor of Supplies, Head Clerk, Photostat Operator, 7 Clerical Employees.

Maintenance and Custodial Section: Plant Superintendent, Chief Power Plant Engineer, 3 Engineers, Third Class; 5 Senior Building Custodians, 2 Painters, 2 Junior Building Custodians, 2 Head Cleaners, 7 Cleaners, 2 Matrons, Clerk.

Vacation supply, \$2,110.00. Overtime, \$300.00.

Contractual Services: Telephone service, \$7,470.00; light, heat, and power, \$6,256.00; repairs, carpentry, \$640.00; electrical, \$544.00; plumbing and heating, \$782.00; miscellaneous repairs, \$3,445.00; repairing and servicing automotive equipment, \$35.00; machinery and tools, \$170.00; office machines and appliances, \$741.00; travel expenses, \$250.00; advertising and posting, \$200.00; cleaning windows, \$170.00; freight and express charges, \$500.00; printing and binding, \$200.00; professional and technical services, \$25.00; miscellaneous services, \$100.00.

Supplies and Materials: Automotive supplies, \$204.00; food, \$63.00; fuel oil, \$4,566.00; cleaning and custodial supplies, \$2,075.00; medical first aid supplies, \$20.00; postage, \$6,600.00; forms, cards, stationery and miscellaneous office supplies, \$6,388.00; building supplies, fire extinguishers, tools and instruments, \$800.00; repair parts non-automotive, \$200.00.

Current Charges and Obligations: Rental of I. B. M. equipment, \$63,155.00.

Equipment: Office furniture and equipment, \$6,000.00; library, \$995.00; electrical and mechanical equipment, \$120.00.

3. INTERVIEWING AND INVESTIGATING APPLICANTS TO DETERMINE ELIGIBILITY FOR RELIEF

Responsible for the execution of the public assistance programs of all categories authorized by the City of Boston.

Has responsibility for providing the district social worker with technical advice and assistance regarding resource matters. This service is responsible for the investigation of the resources of applicants and recipients of public assistance of all categories, including the checking with banks, insurance companies, and social security agencies. It investigates property holdings, and prepares and files in the Registry of Deeds liens on property owned by recipients of old age assistance and disability assistance. This service also investigates, approves, and authorizes applications for burials in all categories and for non-relief cases.

Responsible for the initial interview and the preparation of formal application; deals with cases referred by other agencies of unemployed men and those without homes, referring them to employment agencies and assisting them to become rehabilitated and economically independent. The service maintains an employment register; assigns able-bodied recipients to work in City of Boston departments for relief granted; and processes all out-of-town correspondence relevant to clients and complaints registered by clients at the district offices. It is also responsible for developing the Manual of Assistance policies and procedures, staff directories, and procedural bulletins; and making periodic reviews of the need for legislative changes and changes in the department program requirements.

Central Office, Welfare Department — Continued

Directs the activities of all district offices. All out-of-town correspondence and complaints registered by client are referred to this service for investigation and appropriate action. Each office is responsible for the administration of the public assistance program within the boundaries of its district. The review of applications includes home visits and such related actions as may be necessary to determine the eligibility of the applicant for relief. In accordance with current law, follow-up visits are made to the home of each client as follows: old age assistance, at least every six months; aid to dependent children and disability assistance, at least once every three months; general relief, by policy at least every three months.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
463	\$1,021,860 00	\$97,192 00	\$59,595 00	\$22,370,302 00	\$4,060 00	\$23,553,009 00

Personal Services: Performance under this program is divided among the following sections:

Office of Deputy Welfare Agent Section: Deputy Welfare Agent, Assistant Deputy Welfare Agent, Principal Work Supervisor, 2 Head Clerks, 3 Clerical Employees, Head Administrative Clerk, Social Worker.

Inquiries and Referrals Section: Social Work Supervisor, 2 Social Worker, 2 Clerical Employees.

Employment Services Section: Principal Social Work Supervisor, Head Employment Registrar, Principal Clerk.

Insurance Section: Principal Social Work Supervisor, 1 Clerical Employee.

Bank Clearances Section: 2 Clerical Employees.

Real Estate Section: Principal Social Work Supervisor, Social Work Supervisor, 2 Clerical Employees, Social Worker.

Burial Section: 2 Clerical Employees.

Case Work Section: Head Social Work Supervisor.

Institutions and Nursing Homes Section: Principal Social Work Supervisor, 4 Social Work Supervisors, 23 Social Workers, 13 Clerical Employees, Head Social Work Supervisor.

Homeless Men's Services Section: Principal Social Work Supervisor, Social Worker, Clerical Employee.

Child Welfare and Trust Fund Services Section: Social Work Supervisor, Social Worker, Clerical Employee.

Medical Section: Supervisor Medical Social Worker, 7 Social Workers, 5 Clerical Employees.

East Boston Section: Head Social Work Supervisor, Principal Social Work Supervisor, 5 Social Work Supervisors, 34 Social Workers, 2 Clerical Employees.

Church Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 8 Social Work Supervisors, 36 Social Workers, 2 Clerical Employees.

Roxbury Crossing Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 8 Social Work Supervisors, 50 Social Workers, 28 Clerical Employees.

Hancock Street Section: Head Social Work Supervisor, Principal Social Work Supervisor, 6 Social Work Supervisors, 36 Social Workers, 21 Clerical Employees.

Grove Hall Section: Head Social Work Supervisor, 2 Principal Social Work Supervisors, 8 Social Work Supervisors, 50 Social Workers, 2 Clerical Employees.

Overtime, \$400.00. Temporary, \$2,460.00.

Contractual Services: Telephone service, \$30,704.00; light, heat and power, \$13,192.00; repairs to buildings: carpentry, \$640.00; electrical, \$208.00; plumbing and heating, \$299.00; roofing, \$200.00; air conditioning unit, \$3,625.00; repairs and servicing automotive equipment, \$165.00; machinery and tools, \$65.00; office machines and appliances, \$544.00; travel expenses: conventions, \$750.00; conferences within State, \$500.00; carfare and mileage, \$6,750.00; Welfare recipients, \$6,000.00; cleaning windows, \$225.00; freight and express charges, \$500.00; board and care of persons, \$7,680.00; lodging for wayfarers, \$14,855.00; professional and technical services, \$9,100.00; recording and judicial services, \$200.00; printing and binding, \$230.00.

Supplies and Materials: Automotive supplies, \$204.00; food, \$62.00; fuel oil, \$7,002.00; medical first aid supplies, \$20.00; postage, \$32,300.00; cards, forms, stationery and miscellaneous office supplies, \$16,695.00; building supplies, \$366.00; repair parts non-automotive, \$181.00; tools and instruments, \$28.00; miscellaneous, \$204.00; household supplies and materials, \$2,533.00.

Current Charges and Obligations:

Old Age Assistance:

Relief grants:

Direct assistance	\$16,426,800 00
Indirect assistance (medical care)	4,258,800 00

16,900 cases at \$102.00 per month (\$1,723,800.00)	\$20,685,600 00
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Burials	60,000 00
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Payments to other cities and towns	200,000 00
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\$20,945,600 00

Less:

Federal grants, 16,900 cases at \$41.50 per month (\$701,350.00)	8,416,200 00
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Total — Old Age Assistance	\$12,529,400 00
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Aid to Dependent Children:

Relief grants:

Direct assistance	\$8,234,400 00
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Indirect assistance (medical care)	676,800 00
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4,700 cases at \$158.00 per month (\$742,600.00)	\$8,911,200 00
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Burials	2,000 00
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\$8,913,200 00

Less:

Federal grants, 4,700 cases (15,900 individuals) at \$20.50 a month an individual (\$325,950 00)	\$3,911,400 00
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Total — Aid to Dependent Children	\$5,001,800 00
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Requested

Allowed

Requested

Allowed

\$5,001,800 00

\$5,000,000 00

Disability Assistance:

Relief grants:

Direct assistance	\$3,121,800 00
Indirect assistance (medical care)	1,343,100 00

3,025 cases at \$123.00 per month (\$372,075.00)	\$4,464,900 00
Burials	15,000 00

\$4,479,900 00

Less:

Federal grants, 3,025 cases at \$41.50 per month (\$125,537.50)	1,506,450 00
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Total — Disability Assistance	\$2,973,450 00	\$2,900,000 00
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General Relief:

Direct assistance	\$1,728,000 00
Indirect assistance (medical care)	96,000 00

2,000 cases at \$76.00 per month (\$152,000.00)	\$1,824,000 00
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Burials	25,000 00
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Payments to other cities and towns	125,000 00
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Total — General Relief	\$1,974,000 00	\$1,970,000 00
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Dues and subscriptions		\$302 00
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\$22,370,302 00

quipment: Office desks, chairs, file cabinets, typewriters, \$3,385.00; library books, \$225.00; floor polishing machines and accessories, \$450.00.

D—PROGRAM SUMMARY

	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	36	\$89,295 00	\$10,730 00	\$3,209 00	\$1,224 00	\$625 00	\$105,083 00
Supervision and Direction of Business Operations	225	494,845 00	21,528 00	20,916 00	63,155 00	7,115 00	607,559 00
Determination of Eligibility of Appli- cants for Relief	463	1,021,860 00	97,192 00	59,595 00	22,370,302 00	4,060 00	23,553,009 00
TOTALS	724	\$1,606,000 00	\$129,450 00	\$83,720 00	\$22,434,681 00	\$11,800 00	\$24,265,651 00

TEMPORARY HOME, WELFARE DEPARTMENT

1-07-12

The Temporary Home for Women and Children provides shelter for homeless women, mothers, and children forced by circumstances to leave their own homes, and abandoned, dependent, and neglected children. Accommodations consist of 50 adult beds and 15 cribs. The home provides shelter for a yearly average of 1,225 persons and serves an average of 32,000 meals.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$34,617 60	\$34,463 85	\$36,600 00	\$39,875 00	\$33,858 00	
2—Contractual Services . . .	3,735 37	4,311 80	7,825 00	7,510 00	6,950 00	
3—Supplies & Materials . . .	11,460 88	11,685 16	12,340 00	15,280 00	14,150 00	
4—Current Charges & Oblig's	—	—	35 00	40 00	40 00	
5—Equipment	77 40	1,523 71	2,030 00	1,000 00	1,000 00	
TOTALS	\$49,891 25	\$51,984 52	\$58,830 00	\$63,705 00	\$55,998 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. PROVIDING TEMPORARY SHELTER FOR WOMEN AND CHILDREN

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$33,858 00	\$6,950 00	\$14,150 00	\$40 00	\$1,000 00	\$55,998 00

Personal Services: Superintendent, Recreation Leader, Cook, Head Matron, 6 Matrons, Clerk-Typist. Overtime for Matrons, \$600.00.

Contractual Services: Telephone service, \$600.00; gas for fuel, \$500.00; repairs (electrical, \$400.00; plumbing and steamfitting, \$150.00; remodeling and modernizing kitchen, \$1,000.00; painting and plastering, \$2,000.00; roof repairs, \$100.00; asphalt tile, second floor, \$350.00; servicing machinery and tools, \$50.00; miscellaneous services, \$300.00; travel expenses, \$300.00; laundering of bed linen, sleeping garments, \$1,000.00; window cleaning, \$100.00; express charges, \$25.00; printing and binding, \$25.00; exterminating services, \$50.00.

Supplies and Materials: Food supplies, \$11,000.00; soap, disinfectant, electric bulbs, \$400.00; dishes, towels, sheets, and bedspreads, \$600.00; medical and hospital supplies, \$600.00; postage, \$25.00; forms, cards, and stationery, \$25.00; building supplies, \$400.00; recharging fire extinguishers, \$25.00; replacement of electrical equipment, \$100.00; repairs for washing machine, \$50.00; tools and instruments, \$10.00; wearing apparel, \$615.00; Christmas decorations, toys, and playroom equipment, \$300.00.

Current Charges and Obligations: Newspapers and periodicals, \$40.00.

Equipment: Household furniture and equipment, \$1,000.00.

BOSTON REDEVELOPMENT AUTHORITY

1-06-31

The Authority was organized under Chapter 121 of the General Laws. It has the sole responsibility for urban renewal projects in the City. Chapter 199, Acts of 1958 amended the law to permit cities to appropriate money for the purpose of aiding Redevelopment Authorities.

The entire cost of making studies, preparing plans and estimates for non-Federal projects is a local expenditure.

The proposed budget includes the cost of personnel and services ineligible for Federal financial participation.

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Application: Boston Redevelopment Au- thority	—	\$30,000 00	—	\$30,000 00	\$30,000 00	

VETERANS' SERVICES DEPARTMENT

1-07-40

As provided by the city ordinances, the Veterans' Services Department includes the Veterans' Graves Registration. For administrative purposes the appropriations for these services have been combined, although the amounts necessary for graves registration are not subject to the authority of the Commissioner. The departmental appropriation is given below.

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Veterans' Services Department	\$1,980,606 23	\$1,975,651 75	\$2,222,638 00	\$2,242,757 00	\$2,194,082 00	
Veterans' Graves Registration	8,446 37	31,422 75	35,033 00	32,851 00	32,469 00	
TOTALS	\$1,989,052 60	\$2,007,074 50	\$2,257,671 00	\$2,275,608 00	\$2,226,551 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . .	\$356,646 45	\$320,217 72	\$317,872 00	327,737 00	\$313,394 00	
2—Contractual Services . .	11,689 46	31,527 15	34,320 00	36,334 00	36,002 00	
3—Supplies & Materials . .	6,405 91	5,034 06	4,250 00	10,010 00	5,650 00	
4—Current Charges & Oblig's	1,614,116 78	1,649,842 04	1,900,336 00	1,900,336 00	1,870,336 00	
5—Equipment	194 00	453 53	893 00	1,191 00	1,169 00	
TOTALS	\$1,989,052 60	\$2,007,074 50	\$2,257,671 00	\$2,275,608 00	\$2,226,551 00	

In the pages that follow the detail applicable to each of the two divisions of the department is presented.

VETERANS' SERVICES DEPARTMENT

1-07-41

The Veterans' Services Department has the responsibility of providing relief for needy veterans and their eligible dependents through cash payments from funds provided for this purpose. It also provides assistance in procuring medical care, hospitalization, educational and employment opportunities, housing, and other related benefits provided by existing laws.

A — BUDGET SUMMARY

Group	1959 Budget					Approved
	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$349,163 00	\$309,368 27	\$306,689 00	\$321,343 00	\$307,000 00	
-Contractual Services . . .	11,152 04	11,336 52	10,970 00	10,612 00	10,552 00	
-Supplies & Materials . . .	6,022 41	4,693 39	3,850 00	9,400 00	5,150 00	
-Current Charges & Oblig's	1,614,116 78	1,649,842 04	1,900,336 00	1,900,336 00	1,870,336 00	
-Equipment	152 00	411 53	793 00	1,066 00	1,044 00	
TOTALS	\$1,980,606 23	\$1,975,651 75	\$2,222,638 00	\$2,242,757 00	\$2,194,082 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$886,500 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction of the department. Responsible for the preparation of the annual budget and control expenditures; maintains personnel records and prepares payrolls; processes correspondence; requisitions and issues office supplies and equipment; acts as the office of record for the department; prepares relief rolls; compiles statistics and prepares required reports to the state for the purpose of obtaining reimbursement.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$49,147 00	\$1,141 00	\$1,522 00	\$25 00	\$161 00	\$51,996 00

Personal Services: Commissioner, Executive Secretary, Physician General, Assistant Commissioner, Principal Clerk Stenographer, Photostat Operator, Principal Clerk and Typist, 1 Telephone Operator, 2 Clerks and Typist.

Contractual Services: Telephone service, \$835.00; repairs, office machines, \$50.00; travel expense, \$200.00; cleaning, \$56.00.

Supplies and Materials: Custodial supplies, \$32.00; medical, dental, hospital supplies, \$50.00; postage, forms, cards and stationery, \$1,440.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

Equipment: Office furniture, \$97.00; library, \$64.00.

2. DETERMINATION OF ELIGIBILITY OF APPLICANTS FOR RELIEF

Responsible for the investigation of all applications for benefits and the determination of eligibility of applicants; processes applications for burial assistance and arranges for interments of veterans and their eligible dependents; and assists veterans in prosecuting claims for compensation, pension, and other benefits with the Veterans Administration. The division processes a yearly average of 4,000 applications for direct relief, 200 for vocational rehabilitation, 535 for medical treatment, and approximately 2,500 applications are referred to the Veterans Administration for action.

Responsible for the initial preparation of all applications for benefits; procures or directs procurement of vital statistics records; makes preliminary determination as to settlement; refers application to appropriate division or department for investigation; checks settlement data on completed application and report of benefits by other divisions; and when necessary directs applicant to other agencies for benefits. The division certifies as Boston settlement 4,500 applications a year and refers 200 applications to other cities and towns.

Responsible for the screening of the daily hospital admittance lists to ascertain those patients who may be eligible for veterans' benefits, the preparation and review of applications, and the preparation of lists and supporting data for submission to the state for the purpose of obtaining reimbursement. This section annually screens 10,000 hospital admissions and prepares 2,500 applications and 2,500 case histories a year.

Veterans' Services Department — Continued

Responsible for furnishing veteran applicants with advice and counsel on their problems, which include education, job training, G.I. loans, compensation and pension plans, insurance matters, housing, review or discharge and allotment papers. A medical service is operated for physical examinations. Requests for advice and counsel approximate a year's average for employment, 650; housing, 530; general counseling, 3,500; and medical service, 200.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
60	\$238,060 00	\$8,986 00	\$2,514 00	\$36 00	\$689 00	\$250,285 00

Personal Services: Performance under this program is divided among the following sections:

Benefit Division: Deputy Commissioner, Principal Supervisor, 3 Supervisors, 20 Investigators, Social Worker, 10 Clerical Employees.

Settlement Division: Deputy Commissioner, Supervisor, Investigator, Consultant, 2 Settlement Clerks, 7 Clerical Employees.

Hospital Division: Assistant Commissioner, Supervisor, 4 Investigators, Social Worker, Senior Settlement Clerk, 3 Clerical Employees.

Contractual Services: Communications, \$3,285.00; servicing of office equipment, \$25.00; transportation of persons, \$5,500.00; cleaning towels, \$176.00.

Supplies and Materials: Custodial supplies, \$73.00; office supplies, \$2,460.00.

Current Charges and Obligations: Rental of water coolers, \$36.00.

Equipment: Office furniture equipment, \$609.00; library, \$80.00.

3. DISBURSEMENT OF RELIEF

Disburses all relief funds; approximately 50,000 checks are issued annually and 8,000 emergency cash payments are made.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$19,793 00	\$425 00	\$1,114 00	\$275 00	\$194 00	\$21,801 00

Personal Services: 4 Paymasters, 2 Clerical Employees.

Contractual Services: Telephone service, \$380.00; servicing of office equipment, \$25.00; cleaning, \$20.00.

Supplies and Materials: Cleaning and custodial supplies, \$14.00; postage, forms, cards, stationery, \$1,100.00.

Current Charges: Rental of water cooler, \$275.00.

Equipment: Office furniture equipment, \$194.00.

4. PAYMENTS TO OR FOR VETERANS AND DEPENDENTS

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
—	—	—	—	\$1,870,000 00	—	\$1,870,000 00

Current Charges: Hospital and medical costs, Civil, Spanish and Mexican Border, \$1,870,000.00; burial, \$15,000.00; payments to City Hospital for care of veterans, \$270,000.00; direct payments to veterans, \$1,555,000.00.

D — SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	10	\$49,147 00	\$1,141 00	\$1,522 00	\$25 00	\$161 00	\$51,996
2. Determination of Eligibility of Applicants for Relief	60	238,060 00	8,986 00	2,514 00	36 00	689 00	250,285
3. Disbursement of Relief	6	19,793 00	425 00	1,114 00	275 00	194 00	21,801
4. Payments to or for Veterans and Dependents	—	—	—	—	1,870,000 00	—	1,870,000
TOTALS	76	\$307,000 00	\$10,552 00	\$5,150 00	\$1,870,336 00	\$1,044 00	\$2,194,082

VETERANS' GRAVES REGISTRATION

1-13-76

As provided by the general laws, appropriations may be made to suitably maintain, care for, and decorate the graves honorably discharged veterans. This function is assigned to a supervisor, who also maintains burial records of all veterans who were residents of the City of Boston.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$7,483 45	\$10,849 45	\$11,183 00	\$6,394 00	\$6,394 00	
-Contractual Services . .	537 42	20,190 63	23,350 00	25,722 00	25,450 00	
-Supplies & Materials . .	383 50	340 67	400 00	610 00	500 00	
-Equipment	42 00	42 00	100 00	125 00	125 00	
TOTALS	\$8,446 37	\$31,422 75	\$35,033 00	\$32,851 00	\$32,469 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. CARING FOR AND DECORATING VETERANS' GRAVES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
1	\$6,394 00	\$25,450 00	\$500 00	\$125 00	\$32,469 00

Personal Services: Supervisor.

Contractual Services: Replace bronze plates on War Memorial in the Fenway, \$50.00; transportation of persons, \$400.00; advertising and posting, \$25.00; freight and express charges, \$400.00; printing, binding, ruling, \$50.00; decoration of veterans' graves, Memorial Day, May 30, \$20,000.00; decoration and dedication of veteran named squares, \$4,508.00; towel service, \$17.00.

Supplies and Materials: Postage, \$40.00; forms, cards, and stationery, \$460.00.

Equipment: Flags for decoration of veterans' graves, \$125.00.

LIBRARY DEPARTMENT

1-10-11

The Library Department of the City of Boston consists of the Central Library in Copley Square, the Kirstein Business Branch Library in the Edward Kirstein Memorial Building, the School Issue Department, 27 branch libraries, the Hospital Service at the Boston City Hospital, and 3 bookmobiles.

The collections and services of the library have two main purposes: first, the provision of a popular public library service for the citizens of Boston and second, the provision of books and other library materials for reference and research. In 1958 the annual circulation was 3,419,704 volumes for home reading.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$2,578,693 84	\$2,599,237 17	\$2,671,000 00	\$2,604,465 00	\$2,597,000 00	
2—Contractual Services . . .	229,458 91	229,779 15	190,573 00	315,750 00	226,200 00	
3—Supplies & Materials . . .	345,729 49	345,604 43	310,125 00	423,255 00	327,125 00	
4—Current Charges & Oblig's . . .	97,183 13	88,714 71	77,000 00	74,552 00	68,052 00	
5—Equipment	56,709 64	59,799 68	37,500 00	129,375 00	81,000 00	
TOTALS	\$3,307,775 01	\$3,323,135 14	\$3,286,198 00	\$3,547,397 00	\$3,299,377 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$108,930 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible, under the direction of the Trustees, for the administration of the library system and personnel program including entrance, qualifying, and promotional examinations, in-service training, the placement of personnel throughout the library system, and the maintenance of personnel records. The official records and files of the library are maintained and the information desk and switchboard in the Central Library are staffed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$131,437 00	\$11,208 00	\$2,154 00	\$827 00	\$1,500 00	\$147,126 00

Personal Services: Performance under this program is divided among the following sections:

Director's Office: Director and Librarian, Assistant to the Director and Secretary of the Trustees, 3 Assistants to the Director and 2 Assistants.

Personnel Office: Supervisor of Personnel, Assistant to the Supervisor of Personnel, 3 Assistants.

Records, Files and Statistics: Chief, 3 Assistants.

Information Office: Chief, 2 Assistants.

Exhibits Office: Chief, 2 Assistants.

Temporary employees: Employment of part-time assistants, \$6,400.00.

Overtime: Compensation for services in excess of regular working hours, \$600.00.

Contractual Services: Telephone services, \$1,173.00; light, heat and power, \$4,450.00; general repairs, \$1,000.00; servicing of office equipment, \$50.00; travel expenses and attendance at conventions, \$585.00; advertising and posting, \$50.00; blueprinting and duplicating, \$250.00; cleaning, \$600.00; freight and express charges, \$50.00; printing and binding, \$3,000.00.

Supplies and Materials: Custodial supplies, \$440.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$1,664.00; wearing apparel, \$25.00.

Current Charges and Obligations: Rental of post office box, \$20.00; rental of postage meter, \$150.00; premium on surety bonds, \$657.00.

Equipment: Typewriter, office machines, office furniture, \$1,500.00.

2. CIRCULATION OF BOOKS AND LIBRARY MATERIALS

The greater part of the general lending of books for home use takes place from the Open Shelf Department of Home Reading at the Central Library, the 27 branch libraries, and the 3 bookmobiles. The book collections of this division number approximately 740,000, constituting about one third of the total book holdings of the library.

The Open Shelf Department maintains in the Central Library a library for the general reader for home reading. Separate sections are provided for adults, young adults, and children, each of which has a Readers' Advisor for the guidance of the readers. This department has a total of approximately 54,000 books and other items on the shelves.

The branch libraries provide educational and recreational reading for adults, young adults, and children, and cooperate with community organizations, agencies, and educational institutions in their activities and programs. There are approximately 577,600 books and other items on the shelves of the branch libraries for issue to borrowers.

The bookmobiles provide reading for persons in those parts of the city which are distant from branch libraries. Each bookmobile has an approximate annual circulation of 169,000 books.

The Audio-Visual Department maintains approximately 8,780 recordings and 1,049 films. In 1958, 51,994 recordings were issued to borrowers, and there were 10,816 showings of films to an audience of 538,861.

The Hospital Library Service serves hospital patients at the Boston City Hospital, providing books and periodicals, filing projectors for patients required to remain on their backs, music and other recordings, and storytelling in the children's wards.

Other important services performed by this program are the following:

Selection of books and materials for the home reading program.

Cataloging and classifying books and materials.

Regulation of borrowers, issuance of borrowers' cards, and charging and discharging all books and materials borrowed from the Central Library. There are approximately 188,000 borrowers.

Issuance of children's books to schools which lack a school library; 281,223 books and other items are issued annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
275	\$1,297,569 00	\$139,849 00	\$275,065 00	\$38,934 00	\$25,500 00	\$1,776,917 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Assistant to the Chief Librarian, Supervisor of the Home Reading Services, 3 Deputy Supervisors, Extension Librarian, Special Assistant, and 5 Assistants.

Open Shelf Department: Chief, 3 Readers' Advisors, Administrative Assistant, Young Adults' Librarian, Children's Librarian, 13 Assistants.

Branch Libraries: Assistant-in-charge, 26 Branch Librarians, 12 Adults' Librarians, 22 Children's Librarians, 2 Young Adults' Librarians, 7 Adults' Assistants, 79 Assistants, 14 Senior Building Custodians, 6 Cleaners.

Bookmobiles: Bookmobile Librarian, 2 Adults' Librarians, 2 Children's Librarians, 9 Assistants.

Audio-visual Department: Chief, 6 Assistants.

Hospital Library Service: Hospital Librarian, Assistant.

Book Selection Department: Chief, Adults' Librarian, 3 Assistants.

Cataloging and Classification Department: Chief, 5 Assistants.

Central Charging Records: Chief, Administrative Library Assistant, Executive Assistant, 20 Assistants.

Central Book Stack for Home Reading and Community Services: Chief, Adults' Librarian, 13 Assistants, Cleaner.

Temporary employment of extra assistants and storytellers on part-time basis, \$122,950.00. Overtime: For services in excess of regular working hours, \$14,500.00.

Contractual Services: Telephone service, \$7,088.00; light, heat and power, \$34,590.00; general repairs, \$3,050.00; plumbing and heating, \$22,000.00; roofing repairs, \$9,700.00; masonry repairs, \$1,500.00; flooring repairs, \$4,100.00; electrical repairs, \$3,000.00; servicing of equipment, \$1,325.00; travel expenses, \$1,521.00; advertising and posting, \$50.00; blueprinting and duplicating \$250.00; cleaning, \$3,600.00; freight and express charges, \$400.00; architects and engineering fees, \$2,025.00; printing and binding, \$5,050.00; recording and judicial fees, \$1,600.00; garaging and maintenance of 3 bookmobiles, \$38,000.00; miscellaneous contractual services, \$1,000.00.

Supplies and Materials: Heating supplies, \$16,000.00; laundry, cleaning and custodial supplies, \$4,950.00; medical supplies, \$25.00; postage, forms, cards, and stationery, \$26,570.00; books, \$205,670.00; films, \$10,000.00; recordings, \$7,500.00; miscellaneous building supplies and materials, \$4,350.00.

Current Charges and Obligations: Rental of 2 auto trucks, \$20,000.00; branch library rents, \$12,434.00; periodical and newspaper subscriptions, \$6,500.00.

Equipment: Cabinets and office furniture, \$3,000.00; typewriters, \$2,000.00; photocharging machines, \$16,000.00; other electrical and mechanical machines, \$4,500.00.

3. REFERENCE AND RESEARCH SERVICES

The reference and research services of the library are located in the Central Library, with the exception of the Business Branch, which is located in the Edward Kirstein Memorial Library Building in City Hall Avenue. The book collections of this division number approximately 1,405,000, constituting about two thirds of the total book holdings of the library.

The Book Stack Service provides public reference service for the 656,000 books available in the general book stack collections.

The other departments under this program provide reference and bibliographical service in their respective fields or the 749,000 volumes in their collections.

The Book Selection and Cataloging and Classification Departments are responsible for the selection of research and reference books and materials and for their cataloging and classification subsequent to acquisition. In 1958, 11,544 books and other items were cataloged and classified; 64,320 Library of Congress cards were processed; and 53,620 cards were processed on a duplicating machine.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
133	\$615,658 00	\$37,878 00	\$17,449 00	\$25,145 00	\$52,500 00	\$748,630 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Chief Librarian, Supervisor of Reference and Research Services, Deputy Supervisor of Reference and Research Services, 3 Assistants.

Book Stack Service: Assistant-in-Charge; Assistant, Fifth Step; Assistant, Fourth Step; Executive Assistant; 25 Assistants.

General Reference Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, Reference Assistant, 4 Assistants.

Fine Arts Department: Chief, Reference Librarian, Reference Assistant, 6 Assistants.

History Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, 3 Assistants.

Library Department — Continued

Kirstein Business Branch: Business Branch Librarian, Cataloger and Classifier, Reference Assistant, Reference Librarian, 8 Assistants, 2 Cleaners.

Music Department: Chief, 3 Assistants.

Periodical and Newspaper Department: Chief and Deputy Supervisor of Reference and Research Services, Reference Librarian, 6 Assistants.

Print Department: Keeper of Prints, 3 Assistants.

Rare Book Department: Keeper of Rare Books and Editor of Publications, Curator of Americana, Reference Librarian, Editorial Librarian, Assistant, Cataloger and Classifier, 3 Assistants.

Science and Technology Department: Chief, Reference Librarian, 6 Assistants.

Statistical Department: Chief, Reference Librarian, 3 Assistants.

Teachers' Department: Chief, Reference Librarian, 2 Assistants.

Book Selection Department: Chief, Assistant.

Cataloging and Classification Department: Chief, 2 Catalogers and Classifiers, Cataloger, 15 Assistants.

Temporary Employment: Extra Assistants, \$39,600.00.

Overtime: For services in excess of regular working hours, \$10,100.00.

Contractual Services: Telephone service, \$4,523.00; light, heat and power, \$18,720.00; general repairs, \$1,850.00; heating and plumbing, \$2,250.00; painting, \$400.00; servicing of equipment, \$175.00; travel expenses, \$585.00; advertising and posting, \$50.00; blueprinting and duplicating \$250.00; cleaning, \$1,500.00; floor replacing, \$400.00; architects and engineering fees, \$2,025.00; printing and binding, \$4,350.00; recording and judicial services, \$800.00.

Supplies and Materials: Laundry, cleaning and custodial supplies, \$2,640.00; medical supplies, \$25.00; postage, forms, cards and stationery, \$13,184.00; general operating supplies and materials, \$1,600.00.

Current Charges and Obligations: Periodical and newspaper subscriptions, \$16,000.00; rental New England Deposit Library, \$9,145.00.

Equipment: Office machines, cabinets, etc., \$3,500.00; library books for reference and research, \$49,000.00.

4. BUSINESS OPERATION AND BUILDING MAINTENANCE

All of those aspects of the library's activities that are not primarily of a purely bibliothecal nature, and are not provided for otherwise, are assigned to the Business Operations Division.

The Accounting Department maintains the accounting operations of the library, both for the city funds and trust funds; prepares payrolls; and processes all drafts for payment of bills.

The Materials Office is responsible for the purchase of library books and materials and their preparation for use including repairs and binding. Over 100,000 books, newspapers, films, recordings, and other items are purchased annually; it receives all materials and carries out the daily shipping and receiving program between the Central Library and the branches. It is also responsible for the housing, maintenance of records, and intramural filling of orders for stock and supplies.

The Building Department is responsible for the maintenance of buildings and grounds. The Central Library contains approximately 420,000 square feet of space, and the branch libraries contain approximately 124,000 square feet of space.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
130	\$552,336 00	\$37,265 00	\$32,457 00	\$3,146 00	\$1,500 00	\$626,704 00

Personal Services: Performance under this program is divided among the following sections:

Division Office: Assistant to the Director, Assistant to the Division Head, 2 Deputy Assistants to the Director, 5 Assistants.

Accounting Department: Principal Accountant, Senior Accountant, Accountant, 4 Clerical Employees.

Book Purchasing Department: Chief, Book Purchasing Librarian, 14 Assistants.

Book Preparation Department: Chief, Book Preparation Librarian, Book Preparation Assistant, 10 Assistants.

Binding Department: Chief, Bindery Foreman, Finisher, 9 Forwarders, Working Forelady of Bindery Sewers, 8 Sewers.

Shipping and Receiving Section: 3 Clerical Employees.

Stock and Supplies Section: 2 Clerical Employees.

Buildings Department: Superintendent of Library Buildings, 2 Working Foremen, 15 Mechanics, 40 Custodial Workers, Clerical Employees.

Temporary Employees: Employment of Temporary Help, \$1,050.00.

Overtime: For Hourly Cleaners and Sunday Workers, \$36,800.00.

Contractual Services: Telephone service, \$3,516.00; heat, light and power, \$13,240 00; general repairs, \$300.00; installations and replacements, \$500.00; heating, plumbing and ventilating, \$3,650.00; replacing flooring, \$1,900.00; painting, \$800.00; electrical repairs, \$4,000.00; repair and maintenance of equipment, \$3,450.00; travel expenses, \$1,209.00; advertising and posting, \$50.00; blueprinting and duplicating, \$250.00; cleaning, \$1,500.00; freight and express charges, \$50.00; printing, \$1,350.00; miscellaneous contractual services, \$1,500.00.

Supplies and Materials: Gas and oil for the snow plow, \$25.00; laundry, cleaning and custodial supplies, \$2,970.00; medical supplies, \$25.00; postage, cards, forms and stationery, \$8,582.00; construction supplies and materials, \$6,400.00; firefighting supplies, \$150.00; general operating supplies, \$3,200.00; repair parts, \$2,000.00; tools and instruments, \$650.00; wearing apparel, \$255.00; public works supplies, \$200.00; miscellaneous supplies and materials, \$8,000.00.

Current Charges and Obligations: Rental of equipment, \$550.00; work uniforms, \$2,250.00; insurance, \$216.00; miscellaneous, \$130.00.

Equipment: Firefighting equipment, \$1,300.00; miscellaneous equipment, \$200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	22	\$131,437 00	\$11,208 00	\$2,154 00	\$827 00	\$1,500 00	\$147,126 00
2. Circulation of Books and Library Materials	275	1,297,569 00	139,849 00	275,065 00	38,934 00	25,500 00	1,776,917 00
3. Reference and Research Services	133	615,658 00	37,878 00	17,449 00	25,145 00	52,500 00	748,630 00
4. Business Operation and Building Maintenance	130	552,336 00	37,265 00	32,457 00	3,146 00	1,500 00	626,704 00
TOTALS	560	\$2,597,000 00	\$226,200 00	\$327,125 00	\$68,052 00	\$81,000 00	\$3,299,377 00

PARKS AND RECREATION DEPARTMENT

1-11-00

The Parks and Recreation Department is under the general direction of a commission composed of 5 members. The chairman is the only salaried member; the other 4 members serve without pay. Commission is responsible for care, operation, maintenance, and improvements of all parks and recreational facilities and of all city-owned cemeteries. The department's activities are carried on by 2 divisions, and a summary of the divisional appropriations is given below.

Title	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Parks & Recreation Department	\$3,430,856 25	\$3,908,555 11	\$3,636,632 00	\$4,199,433 00	\$398,491 00	
Cemetery Division	355,438 63	361,046 55	361,765 00	452,508 00	3,841,554 00	
TOTALS	\$3,786,294 88	\$4,269,601 66	\$3,998,397 00	\$4,651,941 00	\$4,240,045 00	

The foregoing divisional statistics are combined in the following summary by objects of expenditure:

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services	\$2,709,779 90	\$3,066,249 00	\$3,092,500 00	\$3,062,393 00	\$3,028,000 00	
—Contractual Services	381,885 67	324,348 16	\$294,000 00	\$345,477 00	\$336,100 00	
—Supplies & Materials	372,419 55	391,994 23	305,735 00	354,506 00	328,735 00	
—Current Charges & Oblig's	9,650 77	11,129 16	11,162 00	11,412 00	10,887 00	
—Equipment	20,215 57	75,885 52	38,000 00	339,333 00	136,323 00	
—Structures & Improvements	55,886 61	131,744 95	32,000 00	180,000 00	125,000 00	
—Land & Nonstructural Improvements to Land	236,456 81	268,250 64	225,000 00	358,820 00	275,000 00	
TOTALS	\$3,786,294 88	\$4,269,601 66	\$3,998,397 00	\$4,651,941 00	\$4,240,045 00	

PARKS AND RECREATION DEPARTMENT

1-11-41

The Parks and Recreation Department is responsible for the development and operation of a park and recreation system for the residents of Boston and the hundreds of thousands of visitors to the city. In addition to the physical facilities which the department operates, it develops a broad program of recreation for all age groups of the community, preserves and replaces trees on the streets of the city, and cares for the active and historical cemeteries in the custody of the city.

The department is responsible for the care and operation of 2,747.16 acres of parks, playgrounds and squares, 1 miles of driveways and roadways; 73.98 miles of walks; 7.93 miles of bridle paths; 131.4 acres of ponds and rivers; 82 public squares; 127 playgrounds, 47 of which have field houses; 13 recreation centers; 14 greenhouses; 2 public golf courses, one of which has a clubhouse; 2 outdoor and 2 indoor swimming pools; 2 solariums; 16 public bath houses; 3 public bathing beaches; 1 main office building and 1 recreation office building; and 100 other buildings including shops, field houses, etc. and 19 cemeteries.

A — BUDGET SUMMARY

BUDGET SUMMARY										
Group	1956		1957		1958		1959 Budget		Approved	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor		
1—Personal Services . . .	\$2,463,478	04	\$2,815,736	82	\$2,830,500	00	\$2,772,076	35	\$2,764,000	00
2—Contractual Services . . .	363,019	31	305,855	39	278,400	00	316,427	00	309,500	00
3—Supplies & Materials . . .	356,353	19	376,380	12	290,100	00	333,021	00	312,000	00
4—Current Charges & Oblig's	9,325	77	11,085	16	10,632	00	10,882	00	10,857	00
5—Equipment	1,604	51	46,366	33	15,000	00	293,207	50	90,197	00
7—Structures & Improvements	55,857	92	131,744	95	32,000	00	180,000	00	125,000	00
8—Land & Nonstructural Improvements to Land .	181,217	51	117,700	65	180,000	00	293,820	00	230,000	00
TOTALS	\$3,430,856	25	\$3,804,869	42	\$3,636,632	00	\$4,199,433	85	\$3,841,554	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$116,305 00

C—PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities, including preparation and administration of the budget, collection of fees and other revenues, processing of all personnel actions, auditing time records and preparation of payroll requisitioning of supplies and equipment, and maintaining storehouse for their receipt and distribution.

Personal Services	Contractual	Supplies	Current	Equipment	Total
No. Amount	Services	Materials	Charges		
18 \$90,039 00	\$12,937 00	\$4,250 00	\$6,477 00	\$197 00	\$113,900 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Commissioner of Parks and Recreation.

Administrative Services Section: Administrative Assistant, Executive Secretary, Senior Personnel Officer, 9 Clerical Employees, 2 Telephone Operators, Junior Building Custodian, Collector, Matron, Clerk and Photographer.

Contractual Services: Telephone service, \$4,600.00; electricity, \$3,400.00; repairs, carpentry, \$500.00; electrical, \$400.00; plumbing and heating, \$400.00; elevator inspection and maintenance, \$912.00; servicing of office equipment, \$300.00; travel, \$2,000.00; duplicating services, \$200.00; freight, express, \$25.00; professional and technical services, \$200.00.

Supplies and Materials: Food supplies, \$300.00; cleaning soaps and powders, household brooms, \$150.00; forms, cards, stationery, postage, \$3,300.00; building supplies, materials, \$500.00.

Current Charges and Obligations: Rental of Parkman House, \$6,000.00, dues and subscriptions, \$256.00; Western Union time clock, \$21.00; premiums on surety bonds, \$200.00.

Equipment: Typewriter, \$197.00.

2. PLANNING AND SUPERVISING CONSTRUCTION OF DEPARTMENT STRUCTURES AND FACILITIES

Plans programs for the development and maintenance of existing and additional park facilities. Preparation of capital budget estimates. Supervision and inspection of works projects to assure compliance with plans and specifications of contract. Approval of vouchers for payment for work performed satisfactorily. Maintains records and plans of parks and facilities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
13	\$69,058 00	\$2,900 00	\$400 00	\$72,358 00

Personal Services: Engineering Division: Chief Engineer, Principal Civil Engineer, 4 Assistant Civil Engineers, 1 Senior Civil Engineer, 3 General Construction Inspectors, 1 Senior Engineering Aid, Junior Engineering Aid, Parks and Recreation Contract Supervisor.

Contractual Services: Repairs, drafting equipment, \$200.00; photostating blueprinting, mimeographing services, \$1,200.00; services of appraiser and architects, \$1,000.00; advertising bids, \$500.00.

Supplies and Materials: Office supplies and materials, \$400.00.

3. MAINTENANCE OF BUILDINGS, PARKS, PLAYGROUNDS, AND ROADWAYS

General administrative supervision and direction of maintenance activities. Maintenance and repair of the interior and exterior of buildings and structures, including plumbing and heating. Repair of departmental and other automotive equipment. Maintains through 3 district units all parks, playgrounds, play areas, and field houses; marks and lays out athletic fields for sport activities; cleans and maintains park roadways on a year round basis, including snow removal.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Improvements	Total
242	\$865,230 00	\$140,758 00	\$126,650 00	\$2,580 00	\$4,900 00	\$85,000 00	\$146,000 00	\$1,371,118 00

Personal Services: Building and District Maintenance Section: General Superintendent of Park Maintenance, Superintendent of Park Maintenance, General Foreman of Mechanics and Craftsmen, 4 General Foremen, 41 Mechanics, Stationary Engineer, 10 Motor Equipment Operator, 9 Gardener, Yardman, Aquarium Attendant, 40 Parkkeepers, 13 Park Maintenance Men, 92 Laborers, 27 Matrons, Temporary \$8,069.

Contractual Services: Telephone service, \$3,300.00; electricity, \$10,600.00; gas for fuel, \$200.00; repairs of buildings (carpentry, \$4,000.00; electrical, \$6,000.00; plumbing and steamfitting, \$17,000.00, roofing and masonry work, \$3,500.00) emergency repairs for water and sewer systems, \$6,500.00; repair of chain link and other fences, \$19,000.00; maintenance of CommonWeolsh Avenue underpass, \$400.00; repairs to granolithic walks, \$3,000.00; painting of fences and buildings, \$7,000.00; miscellaneous repairs to buildings, \$1,188.00; repairs and servicing machinery and tools, \$1,800.00; repairing oil burners, \$2,700.00; refills for and servicing power brooms, \$1,000.00; travel expenses, \$1,700.00; roping and staking 15 specified playgrounds for athletic events, \$5,000.00; maintenance Boston Common convenience station, \$6,000.00; erecting, replacing, repair accessories flag-poles, \$2,500.00; extermination of vermin, \$2,000.00; loaming and grading various parks and playgrounds, \$12,925.00; repairing bleachers, \$1,500.00; demolition work, \$8,000.00; cleaning park and playground areas, \$2,000.00; displaying flags on holidays and special occasions, \$2,800.00; cleaning catch basins, \$4,500.00; miscellaneous, \$4,645.00.

Supplies and Materials: Fuel, \$28,200.00; cleaning household and custodial supplies, \$7,550.00; first aid medical supplies, \$300.00; building supplies and materials (lumber, hardware, glass, cement, nails, etc.), \$35,000.00; general operating supplies, \$15,500.00; repair parts, non-automotive, \$7,000.00; tools and instruments, \$3,900.00; swimming and bathing apparel, \$200.00; public works supplies, \$5,000.00; grass seed, \$7,000.00; fertilizer, \$6,000.00; loam, \$8,000.00; miscellaneous golfing supplies, \$3,000.00.

Current Charges and Obligations: Hire of trucks, \$1,500.00; rental of Barry dump, \$900.00; rental of space for storage of playground equipment, \$180.00.

Equipment: Miscellaneous equipment, \$4,900.00.

Structures and Improvements:

Paris Street Gymnasium	\$25,000 00
Repairs to Park Benches	10,000 00

\$35,000 00

Reconstruction of Parkways and Roadways.

Franklin Park Service Yard, reconstruction of roadways	\$40,000 00
Arnold Arboretum, resurfacing roadways program	10,000 00

\$50,000 00

Land and Improvements:

Jamaica Pond	\$35,000 00
Carter Playground, resurfacing courts	3,000 00
Public Gardens, additional fences and benches	10,000 00
Sorrento Street, Brighton, improve play area	5,000 00
Addington Road-Lyall Street, West Roxbury, new public square	4,000 00
Various playgrounds, canopy backstops	10,000 00
Harbor View Street, Dorchester, new play area	20,000 00
Jamson and Summer Streets, East Boston, new play area	25,000 00
Arnold Arboretum, improvements	21,000 00
Private De Filippo Playground, North End	5,000 00
Geneva Avenue, Dorchester, play area	8,000 00

\$146,000 00

4. OPERATION AND MAINTENANCE OF AUTOMOTIVE EQUIPMENT

Maintenance and repair of all registered motor vehicles, which include 50 trucks, 14 passenger cars, 16 tractors, 3 jeeps, 3 platform trailers, 2 bucket loaders, 2 road sweepers, and 1 motorcycle. Also maintenance and repair of snow removal equipment. Operation of a garage; storage and issue of gasoline and lubricants. Maintains records showing usage of vehicles, mileage, and operating costs. Arranges for repairs to vehicles by commercial agencies.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
43	\$156,141 00	\$39,600 00	\$30,600 00	\$1,300 00	\$75,000 00	\$302,641 00

Personal Services: Superintendent (of automotive maintenance), 2 Crane Operators, 4 Motor Equipment Repairmen, 15 Heavy Motor Equipment Operators, 16 Motor Equipment Operators, 3 Garage Attendants, 1 Laborer; 1 Yardman.

Contractual Services: Repairs and servicing of 93 pieces automotive equipment, \$37,500.00; welding services, \$2,000.00; extermination services, \$100.00.

Supplies and Materials: Gasoline, \$20,700.00; lubricating oils and greases, \$1,700.00; tires and tubes, \$2,300.00; automotive supplies and materials, \$1,300.00; miscellaneous automotive supplies and materials, \$1,000.00; fuel oil and coal, \$3,200.00; tools and instruments, \$400.00.

Current Charges and Obligations: Rental of coveralls and cleaning of same, \$1,300.00.

Equipment: Grass-cutting equipment, automotive equipment, sedans, trucks, etc., \$75,000.00.

Parks and Recreation Department — Continued

5. DESIGN, PROPAGATION, AND CARE OF PLANTS, SHRUBS, TREES, AND LAWNS

Maintenance of 14 greenhouses for the propagation of horticultural items for use in parks and for city celebrations and the observance of historic dates; designs and plans all floral displays, conducts experiments, and makes recommendations relative to the purchase and use of agricultural supplies and equipment.

Care and maintenance of all trees on city streets and on park property; plants, sprays, prunes, and removes trees which create a hazard; maintains a tree nursery; and prepares and keeps current a master plan for the removal, replacement, and planting of trees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Structures Improvements	Land and Non- structural Improvements to Land	Total
74	\$331,068 00	\$69,005 00	\$45,300 00	\$10,100 00	\$20,000 00	\$80,000 00	\$555,473 00

Personal Services: Performance under this program is divided among the following sections:

Horticultural Section: Superintendent of Horticulture, 2 General Foremen of Horticulture, 5 Senior Gardeners, 34 Gardeners, 1 Laborer Foreman of Greenhouse.

Tree Section: General Foreman Tree Maintenance, Tree Maintenance Foreman, 2 Tree Maintenance Inspectors, 22 Tree Climbers, 2 Heavy Motor Equipment Operators, Motor Equipment Operator, Park Maintenance Man. Overtime, \$50,000.00.

Contractual Services: Telephone services, \$1,000.00; electricity, \$6,000.00; gas fuel, \$150.00; repairs (carpentry, \$1,300.00; electrical, \$1,000.00; plumbing and steamfitting, \$150.00; roofing and masonry work, \$1,200.00), servicing of machinery and tools, \$1,200.00; repairing oil burners, \$500.00; welding, \$1,000.00; travel expenses, \$600.00; extermination of vermin, \$300.00; Christmas trees, erecting, decorating \$10,500.00; cleaning catch basins, \$500.00; spraying trees, by airplane and manually, \$13,000.00; trimming of trees throughout park system \$25,000.00. Miscellaneous Contractual Services, \$4,255.00.

Supplies and Materials: Fuel oil, \$10,400.00; custodial supplies, \$100.00; building supplies and materials, \$6,000.00; general operating supplies and materials, \$5,500.00; repair parts nonautomotive, \$2,000.00; tools and instruments, \$1,800.00; grass seed, \$2,500.00; fertilizer, \$3,000.00; loam, \$6,000.00; spraying liquids, \$4,000.00; miscellaneous trees and shrubs, \$4,000.00.

Equipment: Grass cutting equipment: \$10,100.00.

Land and Non-Structural Improvements to Land:

Removal of Trees afflicted with Dutch Elm Disease	\$30,000 00
Planting and Replacement of Trees	30,000 00
Planting and Replacement of Trees, Urban Redevelopment	20,000 00
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	\$80,000 00

Structures and Improvements:

Franklin Park, repairs to greenhouses	\$20,000 00
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6. DIRECTION AND OPERATION OF RECREATIONAL PROGRAMS AND FACILITIES

Plans, conducts, and supervises a recreational program in 124 playgrounds and 13 recreation centers for all age groups in many types of athletics, arts and crafts, dramatics, boating, dancing, and special events; allocates and issues permits for use of athletic fields; operates a supply section for recreational supplies and equipment.

Operates and maintains two outdoor swimming and diving pools and 3 wading pools, 16 public baths, 2 indoor swimming pools, and 3 public bathing beaches. The division operates a laundry and sewing room for making, repairing, and cleaning towels for all bath and swimming facilities.

Maintains 2 18-hole golf courses, 1 golf house building, and 1 club house. The golf courses are open from March 15 to November 15 for play, and 1 golf house is open all year for meetings and celebrations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Structures Improvements	Land and Non- structural Improvements to Land	Total
247	\$1,252,464 00	\$44,300 00	\$104,800 00	\$500 00	\$20,000 00	\$4,000 00	\$1,426,064 00

Personal Services: Performance under this program is divided among the following sections:

Recreation Division: Director of Recreation, First Deputy Director of Recreation, 2 Deputy Directors of Recreation, Superintendent of Recreation, 2 Recreation Program Directors, Recreation Counselor and Supervisor of Community Organization, 6 Recreation Supervisors, Supervisor of Recreation Equipment, Supervisor of Senior Citizens' Activities, Assistant to Recreation Director, 10 Senior Recreation Instructors, Principal Clerk and Typist, Public Boating Manager, Public Relations Representative, 7 Recreation Instructors Motor Equipment Operator, Laborer, 6 Recreation Aid and Accompanists.

Baths Division: Superintendent of Baths, Supervisor of L Street Baths, Assistant Superintendent of Baths, Supervisor of Swimming, Foreman of Baths, 1 Building Maintenance Supervisor, 7 Senior Bath Custodians, Second Class Stationary Engineer, 10 Third Class Stationary Engineers, 3 Steam Firemen, 3 Swimming Instructors, 9 Bath Custodians, Gardener, Storekeeper, 3 Park Maintenance Men, 2 Motor Equipment Operators, 36 Bath Attendant and Laborers, 41 Laborers, 22 Matrons.

Laundry and Sewing Section: 2 Principal Laundry Workers, 6 Senior Laundry Workers, 27 Matrons.

Golf Course Section: Golf Course Supervisor, 2 Golf Course Foremen, Greenskeeper, Superintendent of Golf Clubhouse, Caddy Master, Golf Starter, Golf Course Attendant, 4 Golf Course Workers, Motor Equipment Operator, 6 Laborers, 3 Matrons.

Temporary Employees: \$371,931.00 to provide for employees to conduct seasonal recreational athletic events, and supervise bathing facilities.

Contractual Services: Telephone, \$3,600.00; electricity, \$12,650.00; repairs (carpentry, \$1,500.00; electrical, \$2,000.00; plumbing and steam fitting, \$2,200.00); repairing oil burners, \$800.00; repairs to boats and boating equipment, \$1,000.00; travel expenses, \$9,700.00; floodlighting for special events, \$6,000.00; extermination of vermin, \$500.00; services of broadcaster, \$250.00; metal checks for public bathhouses, \$1,200.00; use of special sound system, \$500.00; hire of pianist and musicians, \$500.00; furnishing and engraving trophies, \$1,900.00.

Supplies and Materials: Fuel, \$30,200.00; household, custodial and cleaning supplies, \$3,025.00; toweling, \$15,375.00; towels, \$225.00; miscellaneous supplies, \$4,506.00; medical supplies, \$1,400.00; postage, \$1,900.00; forms, cards, stationery, \$5,400.00; building supplies and materials, \$6,500.00; repair parts material nonautomotive, \$1,000.00; tools and instruments, \$1,000.00; wearing apparel, \$700.00; athletic supplies, \$14,550.00; recreation program supplies, \$6,000.00; medals, trophies, scroll, etc., \$5,000.00; recreation parties (May Day, Halloween Golden Age) \$13,000.00; wearing apparel for L Street, \$8,500.00; miscellaneous supplies, \$4,300.00.

Current Charges and Obligations: Rental of chairs, \$500.00.

Structures and Improvements:

Buildings and Improvements

L Street Baths, handball courts		\$5,000 00
Repairs to park benches		10,000 00
Repairs to playground bleachers		5,000 00

\$20,000 00

Land and Non-structural Improvements to Land:

Park and Playground Improvements:

L Street grading and sanding beaches		\$4,000 00
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D—PROGRAM SUMMARY

Program	Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures Improvements	Land and Nonstructural Improvements to Land	Total
Administrative and General Services	18	\$90,039 00	\$12,937 00	\$4,250 00	\$6,477 00	\$197 00	—	—	\$113,900 00
Planning and Supervising Construction of Department Structures and Facilities	13	69,058 00	2,900 00	400 00	—	—	—	—	72,358 00
Maintenance of Buildings, Parks, Playgrounds, and Roadways	242	865,230 00	140,758 00	126,650 00	2,580 00	4,900 00	\$85,000 00	\$146,000 00	1,371,118 00
Operation and Maintenance of Automotive Equipment	43	156,141 00	39,600 00	30,600 00	1,300 00	75,000 00	—	—	302,641 00
Design, Propagation, and Care of Plants, Shrubs, Trees, and Lawns	74	331,068 00	69,005 00	45,300 00	—	10,100 00	20,000 00	80,000 00	555,473 00
Direction and Operation of Recreational Programs and Facilities	247	1,252,464 00	44,300 00	104,800 00	500 00	—	20,000 00	4,000 00	1,426,064 00
TOTALS	637	\$2,764,000 00	\$309,500 00	\$312,000 00	\$10,857 00	\$90,197 00	\$125,000 00	\$230,000 00	\$3,841,554 00

CEMETERY DIVISION, PARKS AND RECREATION DEPARTMENT

1-13-21

The Cemetery Division is responsible for the operation and care of 3 active and 16 inactive cemeteries within the city area. The inactive cemeteries are mostly historical in nature and are visited by thousands of residents and tourists annually, as they contain the graves of many famous personages of the city and of the nation. The active cemeteries embrace a total area of 188 acres, and the inactive, 22 acres.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$246,301 86	\$250,512 18	\$262,000 00	\$290,317 00	\$264,000 00	
2—Contractual Services . . .	18,866 36	18,492 77	15,600 00	29,050 00	26,600 00	
3—Supplies & Materials . . .	16,066 36	15,614 11	15,635 00	21,485 00	16,735 00	
4—Current Charges & Oblig's	325 00	44 00	530 00	530 00	30 00	
5—Equipment	18,611 06	29,519 19	23,000 00	46,126 00	46,126 00	
7—Structures & Improvements	28 69	—	—	—	—	
8—Land & Nonstructural Improvements to Land . .	55,239 30	46,864 30	45,000 00	65,000 00	45,000 00	
TOTALS	\$355,438 63	\$361,046 55	\$361,765 00	\$452,508 00	\$398,491 00	

B — DEPARTMENTAL REVENUES

Departmental revenues revert to the cemetery trust fund None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of division activities. Audits time records, prepares payrolls and maintains consolidated records of sales of grave lots and interments. Acts as the supply agency for the division.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$22,592 00	\$700 00	\$725 00	\$5 00	\$360 00	\$24,382 00

Personal Services: 2 Supervisors of Cemeteries, Head Clerk, 2 Clerical Employees, Overtime allowance, \$200.00, Memorial Day.
Contractual Services: Telephone service, \$200.00; advertising, \$25.00; duplicating services, \$25.00; binding vital cemetery records, \$450.00.
Supplies and Materials: Forms, cards, stationery, \$600.00; postage, \$125.00.
Current Charges and Obligations: Premium, surety bond, \$5.00.
Equipment: Adding machine, \$200.00; library, \$160.00.

2. CARE AND OPERATION OF CEMETERIES

Responsible for the general maintenance of graves, grounds, and buildings, the sale of grave lots, arrangements for perpetual care, and maintenance of records of all interments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
67	\$241,408 00	\$25,900 00	\$16,010 00	\$25 00	\$45,766 00	\$45,000 00	\$374,109 00

Personal Services: 4 Cemetery Foremen, 6 Equipment Operators and Mechanics, Gardener's Helper, 4 Grave Diggers, 6 Laborers, Chaplain, Custodian, Principal Clerk, Matron, 6 Heavy Motor Equipment Operators. Overtime allowance, \$13,800.00, services, Saturdays, Sundays and holidays.
Contractual Services: Telephone service, \$800.00; electricity, \$1,000.00; repairs (carpentry, \$400.00; electrical, \$600.00; roofing, plumbing and steamfitting, \$600.00; repairs to buildings, boiler, Mt. Hope Cemetery, \$1,500.00; repairs to cemetery buildings, \$16,000.00; repair and servicing automotive equipment, \$2,450.00; servicing office equipment, \$50.00; repairs cemetery equipment, \$500.00; allowance for use of personal automobile, \$500.00; miscellaneous tree work, planting and trimming at the various cemeteries and service of dynamite man for blasting repairs to flag poles, etc., \$1,500.00.
Supplies and Materials: Gasoline and diesel oil, \$2,400.00; lubricating oils and greases, \$150.00; tires and tubes, \$900.00; miscellaneous automotive parts and accessories, \$150.00; food supplies, \$150.00; fuel and heating supplies, \$3,000.00; cleaning and custodial supplies, \$75.00; medical first aid supplies, \$10.00; postage, \$50.00; forms, cards, stationery, \$125.00; building supplies and materials, \$1,000.00; general operating supplies, \$100.00; repair parts, nonautomotive, \$2,000.00; tools and instruments, \$1,000.00; rubber gloves and boots, \$100.00; public works supplies, \$400.00; loam, grass seed, fertilizer, trees, shrubs, \$4,400.00.

Current Charges and Obligations: Premium on bonds, \$25.00.

Equipment: Automotive equipment, 2 trucks, \$7,386.00; 1 bucketloader, \$3,580.00; grass cutting machines, \$2,800.00; generators, pumps, grass trimmers, compressors, etc., \$7,000.00; concrete liners, lowering devices, \$25,000.00.

Land and Improvements: Mt. Hope Cemetery: Extend and develop World War I and World War II Sections, \$7,000.00; Cedar Grove Section (perpetual care), \$4,000.00; Section J, \$4,000.00; construction and reconstruction of roads, \$7,000.00. Fairview Cemetery: Develop new section for Welfare Department burials, \$6,000.00; construction and resurfacing of roads, \$8,000.00. Evergreen Cemetery: Developing new section, \$7,000.00; constructing and resurfacing road, \$2,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Land and Improvements	Total
Administrative and General Services	5	\$22,592 00	\$700 00	\$725 00	\$5 00	\$360 00	—	\$24,382 00
Care and Operation of Cemeteries	67	241,408 00	25,900 00	16,010 00	25 00	45,766 00	\$45,000 00	374,109 00
TOTALS	72	\$264,000 00	\$26,600 00	\$16,735 00	\$30 00	\$46,126 00	\$45,000 00	\$398,491 00

EXECUTIONS OF COURT, DAMAGE CLAIMS AND REIMBURSEMENTS

1-13-31

This appropriation covers expenditures which arise through court and other legal actions involving settlements of awards for damages to persons and property.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Executions of Court	\$469,327 64	\$608,647 52	\$500,000 00	\$600,000 00	\$500,000 00	

WORKMEN'S COMPENSATION SERVICE

1-13-41

Employees who receive injury in the course of, or arising out of, their employment will receive under existing law standard schedule of payments during the period of absence from regular duties. This division investigates all accidents in which employees are involved, determines the amount and extent of payments that may be allowed, and, in the case of appeals, represents the interest of the City of Boston and the County of Suffolk before the Industrial Accident Board. The Board is also charged with performing physical examinations for applicants for employment. The total number of city and county employees covered by the act is approximately 18,500. It is estimated that in 1959 approximately 1,500 accident reports will be processed, amounting to \$200,000.00.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$37,067 64	\$40,629 50	\$44,379 00	\$40,501 00	\$40,500 00	
2—Contractual Services . . .	108 40	174 30	150 00	200 00	150 00	
3—Supplies & Materials . . .	620 09	432 43	500 00	500 00	500 00	
4—Current Charges & Oblig's	40 00	27 50	40 00	35 00	35 00	
TOTALS	\$37,836 13	\$41,263 73	\$45,069 00	\$41,236 00	\$41,185 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

Investigation and determination of compensation allowances arising out of accidents to employees.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$40,500 00	\$150 00	\$500 00	\$35 00	\$41,185 00

Personal Services: Medical Director, Workmen's Compensation Agent, Legal Assistant, Principal Law Clerk and Investigator, Industrial Nurse, 3 Clerical Employees.

Contractual Services: Travel expenses, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Subscriptions to Medical Journal and Wright & Potter Advance Sheets, \$35.00.

WORKMEN'S COMPENSATION

1-13-42

The Workmen's Compensation appropriation covers all payments to injured employees who sustained their injury in the course of their employment. These payments include workmen's compensation, dependents' payments, lump sum payments, hospital charges, physicians' fees, ambulance fees, medicines, etc.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Workmen's Compensation .	\$200,167 70	\$227,356 22	\$225,000 00	\$200,000 00	\$200,000 00	

CITY RECORD, PUBLICATION OF

1-13-61

The City Record Department edits and prepares the *City Record* for publication, accounts for revenues received, and supervises the distribution of the publication.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$8,573 85	\$8,735 35	\$9,070 00	\$9,070 00	\$9,070 00	
Contractual Services . . .	52,574 09	51,069 92	52,000 00	52,000 00	52,000 00	
Supplies & Materials . . .	108 86	138 84	50 00	150 00	150 00	
Equipment	142 00	80 00	150 00	150 00	150 00	
TOTALS	\$61,398 80	\$60,024 11	\$61,270 00	\$61,370 00	\$61,370 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$23,500 00

C — PROGRAM

1. PUBLICATION OF CITY RECORD

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$9,070 00	\$52,000 00	\$150 00	\$150 00	\$61,370 00

Personal Services: Editor, Associate Editor.

Contractual Services: Printing, binding, mailing, and ruling, \$52,000.00.

Supplies and Materials: Office supplies, \$150.00.

Equipment: City Directory, \$85.00; library books, \$65.00.

PENSIONS AND ANNUITIES — CITY

1-13-74

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major city departments is given in the following tabulation:

Police Department	\$1,806,000 00	
Fire Department	1,650,000 00	
Public Works Department	850,000 00	
Hospital Department	150,000 00	
Parks and Recreation Department	144,000 00	
Health Department	113,000 00	
Administrative Services Department	68,500 00	
Real Property Department	46,500 00	
Assessing Department	41,000 00	
Building Department	25,000 00	
Auditing Department	31,800 00	
Library Department	33,700 00	
Veterans' Services Department	16,000 00	
Welfare Department	24,500 00	
Boston Traffic Department	19,500 00	
All other departments	80,500 00	
TOTAL		\$5,100,000 00

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities	\$4,692,608 03	\$4,823,468 78	\$4,900,000 00	\$5,100,000 00	\$5,100,000 00	

SNOW REMOVAL

1-23-31

This appropriation provides for the purchase of sand and salt, and the sanding and salting of icy streets by district yard forces. It also includes the plowing and hauling of snow by contractors, under the supervision of the various district foremen; and also the cubic yard removal of snow by contractors in the various cubic yard contract areas.

The purchasing of snow loaders, blades, shovels, and repair parts for snow removal equipment is also included in this appropriation.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Snow Removal	\$1,333,232 36	\$449,797 64	\$815,000 00	\$400,000 00	\$400,000 00	

RESERVE FUND

1-33-73

Under the provisions of the General Laws, chapter 40, section 5A, to provide for extraordinary or unforeseen expenditures, a city may, prior to the date when the tax rate for the year is fixed, appropriate a sum not exceeding 3 per cent of the tax levy for the preceding year to be known as a reserve fund. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the City Council upon recommendation of the Mayor, and the City Auditor or Officer having similar duties shall make such transfers as are so voted.

A — BUDGET SUMMARY

Group	1956 Transfers	1957 Transfers	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Reserve Fund	\$150,000 00	\$150,000 00	\$150,000 00	\$500,000 00	\$300,000 00	

BOSTON HOUSING AUTHORITY

1-71-58

Under the provisions chapter 121, section 260 of the General Laws, member of the Housing Authority may be compensated for each day spent in the performance of their duties, and for such other services as they may render at the rate of \$25.00 a day for the chairman and \$20.00 a day for a member other than the chairman, provided that the total sum paid in any year does not exceed \$7,000.00 in the case of the chairman or \$5,000.00 in the case of each of the other four members.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Boston Housing Authority .	\$26,495 00	\$26,300 00	\$8,985 00	\$27,000 00	\$27,000 00	

FEDERAL PUBLIC HEALTH PROGRAM

1-25-11

A program for the control of tuberculosis is operated by the Hospital Department, which is financed in full by grants in aid from the Federal Government. This appropriation provides for the services of a Senior X-ray Technician.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Federal Public Health Program	\$9,448 00	\$3,028 00	\$3,276 00	\$3,276 00	\$3,276 00	

COUNTY BUDGET

SUPPORTING DETAIL

REGISTRY OF DEEDS

4-01-65

The Registry of Deeds receives and records all deeds, mortgages, leases, agreements, and other written instruments pertaining to real estate in the cities of Boston, Chelsea, and Revere and the town of Winthrop. Copies are made of instruments received and index records maintained for public use.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$406,939 25	\$424,049 37	\$430,100 00	\$438,320 00	\$437,400 00	
2—Contractual Services . . .	5,749 93	7,433 04	7,275 00	7,297 00	7,275 00	
3—Supplies & Materials . . .	19,388 81	18,407 86	18,500 00	18,640 00	18,500 00	
4—Current Charges & Oblig's . . .	616 60	731 30	750 00	751 00	751 00	
5—Equipment	321 50	266 50	300 00	300 00	300 00	
TOTALS	\$433,016 09	\$450,888 07	\$456,925 00	\$465,308 00	\$464,226 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$191,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; operates switchboard and public coatroom; returns books to cases; and has custody of old records.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$67,773 55	\$525 00	\$618 00	\$106 00	\$213 50	\$69,236 05

Personal Services: Register of Deeds and a First Assistant, Executive Secretary, Head Clerk, 8 Clerical Employees, and Coatroom Attendant.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$25.00; convention travel, \$300.00.

Supplies and Materials: Forms, cards, and stationery, \$618.00.

Current Charges and Obligations: Premium on surety bonds, \$81.00; dues, \$25.00.

Equipment: Library books, \$213.50.

2. RECEIVING, RECORDING, AND INDEXING INSTRUMENTS PERTAINING TO REAL ESTATE

Accepts for record a total of approximately 41,000 instruments, including deeds, mortgages, discharges, and miscellaneous instruments; entries are made in daily counter record and in grantor and grantee entry books; instruments are photostated and indexed. Yearly classified books and 10-year consolidation books are prepared.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
73	\$308,604 50	\$5,250 00	\$16,982 00	\$610 00	\$331,446 50

Personal Services: Performance under this program is divided among the following sections:

Counter Section: Fourth Assistant Register, 3 Head Clerks, Cashier, 4 Clerical Employees.

Entry Section: 14 Clerical Employees.

Photostat Section: Director, Supervisor, 4 Photo Recording Operators, and 3 Clerical Employees.

Book and Page Section: 2 Head Clerks and 7 Clerical Employees.

Classified Index Section: Second Assistant Register and 12 Clerical Employees.

Consolidation Section: 16 Clerical Employees.

Microfilm Section: Head Clerk and 2 Clerical Employees.

Temporary Employees: 7 Clerical Employees at \$4.50 to \$5.00 per night, 3 nights a week for 25 weeks, \$2,400.00.

Contractual Services: Telephone service, \$1,200.00; servicing of office equipment, \$50.00; copying plans, \$540.00; binding record books and indexes, \$3,460.00.

Supplies and Materials: Postage, \$70.00; forms, cards, and stationery, \$3,412.00; 300 rolls of microfilm and 250 rolls of photostat paper, \$13,500.00.

Current Charges and Obligations: Storage of microfilm rolls, \$550.00; premiums on surety bonds, \$40.00; dues, \$20.00.

3. RECORDING, INDEXING, AND ISSUING CERTIFICATES OF TITLE PERTAINING TO REGISTERED LAND

Receives deeds from the Land Court, retains original instruments, and issues certificates of title guaranteed by the Commonwealth; prepares entry sheets; maintains index of certificates issued; keeps grantor and grantee index books. Approximately 12,000 instruments are recorded annually, including deeds, mortgages, discharges, and other instruments.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$61,021 95	\$1,500 00	\$900 00	\$35 00	\$86 50	\$63,543 45

Personal Services: Technical Assistant, Third Assistant Register, and 11 Clerical Employees.

Contractual Services: Telephone service, \$800.00; binding of record books and indexes, \$700.00.

Supplies and Materials: Forms, cards, and stationery, \$900.00.

Current Charges and Obligations: Premiums on surety bonds, \$15.00; dues, \$20.00.

Equipment: Library books, \$86.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	13	\$67,773 55	\$525 00	\$618 00	\$106 00	\$213 50	\$69,236 05
Receiving, Recording, and Indexing Instruments Pertaining to Real Es- tate	73	308,604 50	5,250 00	16,982 00	610 00	—	331,446 50
Recording, Indexing, and Issuing Cer- tificates of Title Pertaining to Regis- tered Land	13	61,021 95	1,500 00	900 00	35 00	86 50	63,543 45
TOTALS	99	\$437,400 00	\$7,275 00	\$18,500 00	\$751 00	\$300 00	\$464,226 00

COURT HOUSE (CUSTODIAN)

4-01-82

The Suffolk County Court House provides court and office space for the county courts and municipal courts, and has offices for county agencies. The expenses of operating the court house are paid by the city, and a reimbursement approximately 30 per cent of the cost is received from the Commonwealth.

The two buildings comprising the court house contain 708,000 square feet of office space and 78,000 square feet of corridors and stairwells.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$492,458 64	\$516,078 76	\$542,500 00	\$551,447 00	\$550,000 00	
2—Contractual Services . . .	80,628 27	110,478 57	90,100 00	108,055 00	107,270 00	
3—Supplies & Materials . . .	55,318 61	59,980 97	54,820 00	60,276 00	55,780 00	
4—Current Charges & Oblig's . . .	1,858 80	—	—	1,859 00	1,859 00	
5—Equipment	1,816 97	2,689 29	1,400 00	10,842 00	7,700 00	
7—Structures & Improvements . . .	59,207 97	6,578 66	—	—	—	
TOTALS	\$691,289 26	\$695,806 25	\$688,820 00	\$732,479 00	\$722,609 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	<u>\$246,650 00</u>
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Compiles attendance records and payrolls, and requisitions and issues supplies. Operates telephone switchboard. Responsible for the internal security of court house buildings after normal working hours on Saturdays, Sundays, and holidays.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
19	\$75,090 14	\$17,520 00	\$270 00	\$92,880 14

Personal Services: Superintendent, 2 Assistant Superintendents, 3 Switchboard Operators, 1 Clerk, 9 Watchmen, 2 Matrons, 1 Storekeeper.

Contractual Services: Telephone service, \$11,500.00; servicing of office equipment, \$200.00; repairs (office furniture, steel cabinets, etc.) \$2,800.00; towel service, \$2,880.00; advertising, \$140.00.

Supplies and Materials: Forms, cards, postage, and stationery, \$270.00.

2. PROVIDING ILLUMINATION, HEAT, AND POWER

Operates and maintains all heating equipment in two buildings comprising the central court house. The heat plant consists of four 275-horsepower steam boilers and accessories. Provides illumination and power for all court house activities.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
14	\$59,034 95	\$43,500 00	\$38,500 00	\$141,034 95

Personal Services: Chief Power Plant Engineer, 5 Engineers, 8 Steam Firemen.

Contractual Services: Electricity and gas, \$43,500.00.

Supplies and Materials: 14,000 barrels No. 6 fuel oil, \$38,500.00.

3. CARE, OPERATION, AND MAINTENANCE OF PLANT AND EQUIPMENT

Maintenance and repair of the two court house buildings, and the servicing of the elevators, water, sanitary, heating, and electrical utilities installed therein.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$95,018 20	\$43,450 00	\$6,750 00	\$1,859 00	\$7,700 00	\$154,777 20

Personal Services: 22 Mechanics, including Plumbers, Electricians, Carpenters, Painters.

Contractual Services: Elevator maintenance, \$17,670.00; masonry and roof repairs, etc., \$1,000.00; repairing windows, glass, \$1,500.00; metal sash, \$500.00; lettering office doors, \$100.00; monthly inspection of fire alarm systems, \$180.00; replacing gutters, \$2,500.00; architectural survey to correct leaking condition, \$20,000.00.

Supplies and Materials: Lumber and hardware, \$2,000.00; plumbing materials, \$650.00; paints, \$2,500.00; miscellaneous building supplies and materials, \$1,600.00.

Current Charges and Obligations: Boiler insurance, \$1,859.00.

Equipment: Filing cases, chairs, desks, lamps, etc., \$6,000.00; flags, blower system, 2 air conditioners, \$1,700.00.

4. PROVIDING CLEANING, ELEVATOR, AND GENERAL BUILDING SERVICES

Provides personnel for daily cleaning of 786,000 square feet of corridors, stairways, offices, rest rooms, and incidental general services. Operation of 15 elevators during normal working hours, and 2 elevators on a stand-by status after normal working hours.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
97	\$320,856 71	\$2,800 00	\$10,260 00	\$333,916 71

Personal Services: Head Cleaner, 38 Cleaners, 38 Janitors, 2 Chief Elevator Operators, 18 Elevator Operators.

Contractual Services: Cleaning 1,700 windows, \$2,800.00

Supplies and Materials: Toilet tissue and towels, paper cups, disinfectants, soap, mops, light bulbs, window shades, etc., \$7,000.00; gasoline, \$10.00; electrical supplies, \$2,500.00; uniforms, \$350.00; grass seed and fertilizer, \$50.00; replacement of locks, keys, and door checks, \$350.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services	19	\$75,090 14	\$17,520 00	\$270 00	—	—	\$92,880 14
2. Providing Illumination, Heat, and Power	14	59,034 95	43,500 00	38,500 00	—	—	141,034 95
3. Care, Operation, and Maintenance of Plant and Equipment	22	95,018 20	43,450 00	6,750 00	\$1,859 00	\$7,700 00	154,777 20
4. Providing Cleaning, Elevator, and Gen- eral Building Services	97	320,856 71	2,800 00	10,260 00	—	—	333,916 71
TOTALS	152	\$550,000 00	\$107,270 00	\$55,780 00	\$1,859 00	\$7,700 00	\$722,609 00

BUILDINGS DIVISION, REAL PROPERTY DEPARTMENT (COUNTY BUILDINGS)

1-01-80 (1-01-84)

Certain of the expenses of the Buildings Division of the Real Property Department are chargeable to the county for the operation, maintenance, and care of seven buildings housing district courts and other county agencies. The items applicable to the county are included below, for disbursement by the Real Property Department.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$150,000 00	\$154,500 00	\$149,500 00	\$150,312 00	\$149,000 00	
2—Contractual Services . .	34,350 00	35,000 00	30,900 00	73,300 00	34,700 00	
3—Supplies & Materials . .	7,500 00	11,500 00	10,300 00	13,300 00	10,300 00	
4—Current Charges & Oblig's	600 00	600 00	200 00	800 00	200 00	
5—Equipment	600 00	700 00	700 00	900 00	700 00	
7—Structures & Improvements	18,000 00	9,000 00	—	—	—	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	
TOTALS	\$211,050 00	\$211,300 00	\$191,600 00	\$238,612 00	\$194,900 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. CARE, OPERATION AND MAINTENANCE OF BUILDINGS HOUSING COUNTY ACTIVITIES

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
41	\$149,000 00	\$34,700 00	\$10,300 00	\$200 00	\$700 00	\$194,900 00

Personal Services: Deputy Superintendent, 3 Steam Firemen, Mechanic, 6 Senior Building Custodians, 14 Junior Custodians, 16 Custodial Workers. Overtime allowance for services, Saturdays, Sundays, holidays, \$1,000.00.

Contractual Services: Electricity, \$7,000.00; gas, \$700.00; repair and servicing of equipment, \$300.00; repairs of buildings (carpentry, \$1,000.00; electrical, \$6,000.00; plumbing and steamfitting, \$3,700.00; miscellaneous repairs, \$15,400.00); allowance for use of privately owned vehicles \$100.00; advertising, \$100.00; towel service, \$100.00; cleaning windows, \$100.00; exterminating, \$200.00.

Supplies and Materials: Coal, fuel oil, \$9,000.00; cleaning supplies, toilet tissues, disinfectants, miscellaneous custodial supplies, \$1,000.00; repair parts, nonautomotive, \$100.00; building supplies, \$100.00; miscellaneous, \$100.00.

Current Charges and Obligations: Rental of water coolers, \$60.00; rental of auto truck, \$140.00.

Equipment: Chairs and benches, \$200.00; fire extinguishers and hose, \$200.00; flags, Federal, State and City, \$200.00; furniture and equipment \$100.00.

JAIL

4-08-11

The jail receives for custody all persons, male and female, who are committed by the various courts of Suffolk County, which comprises the City of Boston, Revere, Chelsea, and the town of Winthrop. Some of these persons are held at the jail in lieu of bail, pending their trial, while others, having been found guilty, are held to serve sentences imposed. Based on the experience of past years, it is estimated that the jail will have custody of 9,700 inmates and material witnesses during the year 1959. The average daily population is 246 persons.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$348,468 16	\$359,033 62	\$373,670 00	\$396,397 00	\$385,170 00	
—Contractual Services . .	15,913 88	16,820 02	17,350 00	20,098 00	18,250 00	
—Supplies & Materials . .	80,895 58	84,315 38	85,300 00	92,427 00	88,800 00	
—Current Charges & Oblig's	873 50	1,259 67	1,000 00	1,057 00	1,000 00	
—Equipment	871 55	1,708 18	865 00	11,365 00	11,365 00	
—Structures & Improvements	1,180 04	3,195 17	—	—	—	
TOTALS	\$448,202 71	\$466,332 04	\$478,185 00	\$521,344 00	\$504,585 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959	\$10,000 00
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C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of the jail. Provides clerical, stenographic, and financial services; maintains records and statistics of inmates. Processes all personnel actions, audits attendance reports, and prepares payrolls. Preparation of budget and control of expenditures. Requisitions supplies and materials. Provides for the spiritual needs of inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$54,161 00	\$2,950 00	\$1,950 00	\$1,000 00	\$265 00	\$60,326 00

Personal Services: Performance under this program is divided among the following sections:

Administrative: Sheriff, Deputy Jailer.

General Services: Assistant Deputy Jailer, Head Clerk, Assistant Chief Officer, 2 Jail Officers and Clerks, 2 Clerical Employees, 3 Chaplains.

Contractual Services: Telephone service, \$2,600.00; repairs and servicing of equipment, \$100.00; attendance at convention, \$250.00.

Supplies and Materials: Postage, \$100.00; stationery, \$1,600.00; decorations, \$250.00.

Current Charges and Obligations: Rental of water coolers, \$180.00; association dues, \$27.00; premiums on surety bonds, \$550.00; gratuities for discharged inmates, \$243.00.

Equipment: Library books, \$15.00; office furniture, \$250.00.

2. PLANT OPERATION, MAINTENANCE AND REPAIR

Operates the plant and supervises the routine maintenance and repair of the utilities systems; also exterior repair of the seven buildings which comprise the jail. Operates and maintains three 108-horsepower boilers.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
9	\$40,270 00	\$12,425 00	\$22,400 00	\$100 00	\$75,195 00

Personal Services: Chief Power Plant Engineer, 3 Engineers, 3 Steam Firemen, Jail Officer-Electrician, Jail Officer-Mechanic.

Contractual Services: Electricity, \$6,100.00; repairs: (electrical, \$500.00; plumbing and steam fitting, \$250.00; buildings and structures, \$4,250.00); repairs and servicing of equipment, \$500.00; extermination service, \$325.00; window cleaning, \$500.00.

Supplies and Materials: 1,200 tons of coal, \$18,000.00; boiler room supplies, \$900.00; painting supplies, \$1,400.00; building supplies and materials, \$1,000.00; electrical repair parts and materials, \$900.00; tools and instruments, \$150.00; rock salt, \$50.00.

Equipment: United States and State Flags, \$100.00.

Jail — Continued

3. PLANNING AND PREPARING MEALS FOR INMATES

Planning menus and preparing 269,370 meals a year; supervision of persons engaged in receiving foodstuffs and serving meals.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
3	\$13,998 00	\$1,200 00	\$47,000 00	\$3,900 00	\$66,098 00

Personal Services: Assistant Chief Officer and Steward, Jail Officer and Assistant Steward, Jail Officer and Storekeeper.

Contractual Services: Gas, fuel, \$1,200.00.

Supplies and Materials: Food supplies, \$47,000.00.

Equipment: Kitchen equipment, \$3,900.00.

4. GUARDING AND CARE OF PRISONERS

Responsible for the security of inmates; supervision of inmates assigned to jail maintenance projects; fingerprinting and photographing, escorting inmates to various courts for trial and disposition, and other related work.

Provides medical and dental care, including mandatory physical examination upon commitment. Custody of drug medical supplies, and equipment. Compilation of medical records and preparation of required medical reports. Inspection of food and quarters.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
65	\$276,741 00	\$1,675 00	\$17,450 00	\$7,100 00	\$302,966 00

Personal Services: Performance under this program is divided among the following sections:

Security Division: Chief Officer, 5 Assistant Chief Officers, 41 Jail Officers, Chief Matron, 13 Matrons.

Medical Division: Physician, Dentist, Assistant Chief Officer—Hospital, Nurse (Female).

Temporary Employees: \$170.00. Overtime allowance, \$10,000.00 for services required on holidays, emergencies and authorized absences.

Contractual Services: Repair and servicing automotive equipment, \$500.00; hospital treatment of employees and inmates, \$100.00; making of inmates' uniforms, jackets, pants, \$927.00; inspection of fire alarm system, \$48.00; cleaning of uniforms, \$100.00.

Supplies and Materials: Automotive supplies and materials, \$550.00; laundry, cleaning, and custodial supplies, \$4,500.00; replacement dishes, cutlery, and kitchen utensils, \$500.00; blankets, sheets, and towels, \$3,750.00; medical, dental, and hospital supplies, \$4,000.00; wearing apparel, \$3,675.00; ammunition, \$300.00; refills for fire extinguishers, \$25.00; flame proof liquid, \$150.00.

Equipment: Mattresses, \$600.00; jail van, \$6,500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services . . .	12	\$54,161 00	\$2,950 00	\$1,950 00	\$1,000 00	\$265 00	\$60,326
2. Plant Operation, Maintenance and Repair . . .	9	40,270 00	12,425 00	22,400 00	—	100 00	75,195
3. Planning and Preparing Meals for Inmates . . .	3	13,998 00	1,200 00	47,000 00	—	3,900 00	66,098
4. Guarding and Care of Prisoners . . .	65	276,741 00	1,675 00	17,450 00	—	7,100 00	302,966
TOTALS	89	\$385,170 00	\$18,250 00	\$88,800 00	\$1,000 00	\$11,365 00	\$504,585

CENTRAL OFFICE, PENAL INSTITUTIONS DEPARTMENT

4-08-12

The Central Office in Boston is responsible for the operation and administration of the Suffolk County House of Correction at Deer Island, which is part of Boston. The Penal Institutions Commissioner is responsible for the paroling of inmates from both the House of Correction and the Suffolk County Jail.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$78,210 85	\$84,711 75	\$89,791 00	\$84,846 00	\$84,846 00	
—Contractual Services . . .	442 15	715 03	570 00	915 00	570 00	
—Supplies & Materials . . .	770 78	674 35	750 00	1,250 00	900 00	
—Current Charges & Oblig's	26 00	46 50	46 00	48 00	48 00	
TOTALS . . .	\$79,449 78	\$86,147 63	\$91,157 00	\$87,059 00	\$86,364 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General administrative direction and control of departmental activities, and maintains general financial and clerical records of the department.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
7	\$36,287 00	\$250 00	\$900 00	\$48 00	\$37,485 00

Personal Services: Commissioner, Deputy Commissioner, 1 Head Clerk, 4 Clerical Employees.

Contractual Services: Repairs and servicing of equipment, \$100.00; travel expenses, \$150.00.

Supplies and Materials: Automotive supplies, \$200.00; postage, forms, cards, and stationery, \$700.00.

Current Charges and Obligations: Licenses, \$3.00; association dues, \$35.00; premium on surety bond, \$10.00.

2. SUPERVISION OF PAROLEES

Assists the Commissioner during his weekly interviews of inmates at the House of Correction and County Jail and carries out his directions relative to these inmates; advises counsel and interested persons as to the status of inmates and procedures relative to parole and other related matters; keeps records of inmates at the House of Correction and County Jail, and supervises parolees of both institutions. There is an average of 1,725 inmates paroled yearly.

Personal Services No.	Amount	Contractual Services	Total
10	\$48,559 00	\$320 00	\$48,879 00

Personal Services: Executive Secretary, 1 Commitment and Transfer Officer, 5 Parole Agents, 2 Social Workers, Principal Clerk.

Contractual Services: Repairs and servicing of equipment, \$50.00; printing and binding of records, \$15.00; travel expenses, \$250.00; telephone service, \$5.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Administrative and General Services	7	\$36,287 00	\$250 00	\$900 00	\$48 00	\$37,485 00
2. Supervision of Parolees	10	48,559 00	320 00	—	—	48,879 00
TOTALS	17	\$84,846 00	\$570 00	\$900 00	\$48 00	\$86,364 00

HOUSE OF CORRECTION, PENAL INSTITUTIONS DEPARTMENT

4-08-13

The Suffolk County House of Correction is located at Deer Island, which is part of Boston, adjacent to Winthrop Mass., and covers about 37 acres. It comprises 26 buildings which consist of shops, living quarters, piggery, commissary and storehouse, poultry houses, slaughter and refrigeration houses, stock barn and silos, administration building, garages and 1 cell building containing 500 cells, another containing 360 cells, with kitchen, dining cafeteria, chapels, library and auditorium, an isolation building and a kitchen and dining hall for personnel. The average daily population is about 670 inmates.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$536,493 74	\$550,989 61	\$578,000 00	\$621,574 00	\$594,400 00	
2—Contractual Services . . .	69,105 27	35,812 23	33,433 00	50,405 00	40,500 00	
3—Supplies & Materials . . .	384,320 27	414,302 64	401,500 00	492,196 00	430,900 00	
4—Current Charges & Oblig's	7,027 35	7,485 23	7,100 00	7,281 00	7,200 00	
5—Equipment	1,241 98	8,416 64	3,500 00	31,850 00	20,000 00	
7—Structures & Improvements	55,685 15	33,377 00	55,000 00	—	—	
TOTALS	\$1,053,873 76	\$1,050,383 35	\$1,078,533 00	\$1,203,306 00	\$1,093,000 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenue for 1959 \$4,030 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Responsible for the administration and direction of the institution and discipline of its inmates. Maintains vital records of inmates, and has custody of inmates' cash. Processes all business procedures, such as budget preparation and control, personnel, and all financial records. Provides recreational, educational, and religious services.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$43,335 00	\$7,300 00	\$2,650 00	\$30 00	\$800 00	\$54,115 00

Personal Services: Master, 2 Head Administrative Clerks, 3 Clerks, School Teacher, Motion Picture Operator, 3 Chaplains, and 2 Organists. Temporary Employees, \$245.00; Overtime, \$600.00.

Contractual Services: Telephone service, \$4,500.00; servicing of equipment, \$50.00; travel expenses, \$850.00; photographing of prisoner \$1,720.00; advertising, \$30.00; honorarium for Mission and Retreat, \$150.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,650.00.

Current Charges and Obligations: Premium on surety bonds, \$30.00.

Equipment: Office equipment, \$800.00.

2. GUARDING AND CARE OF INMATES

Responsible for the security, training, and discipline of the inmate population. Provides medical and dental care and maintains 20-bed hospital for inmates.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
100	\$428,432 00	\$2,375 00	\$79,250 00	\$450 00	\$1,600 00	\$512,107 00

Personal Services: 6 Deputy Masters, 3 Assistant Deputy Masters, Correction Officer and Receiver, 84 Correction Officers, Correction Officer and Locksmith, Medical Director, Dentist, and 3 Hospital Supervisors. Temporary Employees, \$348.00. Overtime, \$15,100.00.

Contractual Services: Travel expense, \$150.00; professional medical and surgical services, \$2,225.00.

Supplies and Materials: Cleaning and custodial supplies, \$12,000.00; household supplies, \$16,000.00; medicine and drugs, \$11,000.00; clothing \$40,000.00; postage, cards, stationery, \$250.00.

Current Charges and Obligations: Gratuities to indigent inmates, \$450.00.

Equipment: Medical and dental equipment, \$1,600.00.

3. RECEIVING AND PREPARING OF FOOD

Responsible for the requisitioning, receiving, distribution, cooking, and serving of approximately 840,000 meals per year.

Personal Services No.	Amount	Supplies Materials	Total
7	\$33,248 00	\$225,000 00	\$258,248 00

Personal Services: Correction Officer and Steward, Correction Officer and Assistant Steward, 3 Correction Officers and Cooks, 2 Correction Officers and Bakers.

Supplies and Materials: Food and beverages, \$225,000.00.

4. PLANT OPERATION AND MAINTENANCE

Maintains and supervises the proper functioning of the power plant for supplying heat and hot water to all buildings on the island, as well as supplying steam used for cooking in the kitchen. Repairs and maintains all buildings; repairs and services all machines and rolling stock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
11	\$50,732 00	\$29,025 00	\$113,000 00	\$6,695 00	\$17,600 00	\$217,052 00

Personal Services: Chief Engineer, Assistant Engineer (Second Class), 3 Steam Firemen, Correction Officer and Electrician, 2 Correction Officers and Carpenters, Correction Officer and Painter, Correction Officer and Motor Equipment Repairman, Motor Equipment Operator. Temporary Employees, \$807.00; Overtime, \$2,000.00.

Contractual Services: Electricity, \$19,400.00; gas fuel, \$600.00; repairs to buildings, \$7,000.00; servicing of equipment, \$1,950.00 (automotive, \$1,100.00; machinery and tools, \$450.00; kitchen equipment, \$400.00); cleaning, \$75.00.

Supplies and Materials: Automotive supplies, \$6,000.00; heating supplies, \$68,000.00; miscellaneous supplies and materials, \$39,000.00 (building supplies and materials, \$28,000.00; general operating supplies, \$3,500.00; nonautomotive supplies, \$2,000.00; public works supplies, \$3,000.00; tools and instruments, \$2,300.00; miscellaneous supplies, \$200.00).

Current Charges and Obligations: Annual charge for water, town of Winthrop, \$6,600.00; motor vehicle registrations, \$36.00; boiler insurance \$59.00.

Equipment: Electrical and mechanical equipment, \$600.00; household equipment, \$5,000.00; miscellaneous equipment, \$2,000.00; automotive equipment \$10,000.00.

5. OPERATION OF INDUSTRIES

Supervises and directs the activities in three major industries which supply the needs of the institution for shoes, bedding, clothing, dairy, poultry, and pork products. These industries sell clothing to other prisons and poultry and chickens to city institutions. It provides revenue estimated at \$3,995.00 annually through sales of surplus products to other institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
8	\$38,653 00	\$1,800 00	\$11,000 00	\$25 00	\$51,478 00

Personal Services: Industries Supervisor, Correction Officer and Shoemaking Instructor, 2 Correction Officers and Clothing Cutters, 2 Correction Officers and Herdsmen, Correction Officer and Assistant Herdsman, Correction Officer and Poultryman. Overtime, \$300.00.

Contractual Services: Miscellaneous animal care, \$1,800.00.

Supplies and Materials: Agriculture supplies, \$11,000.00.

Current Charges and Obligations: Dues and subscriptions, \$25.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administrative and General Services	13	\$43,335 00	\$7,300 00	\$2,650 00	\$30 00	\$800 00	\$54,115 00
Guarding and Care of Inmates	100	428,432 00	2,375 00	79,250 00	450 00	1,600 00	512,107 00
Receiving and Preparing of Food	7	33,248 00	—	225,000 00	—	—	258,248 00
Plant Operation and Maintenance	11	50,732 00	29,025 00	113,000 00	6,695 00	17,600 00	217,052 00
Operation of Industries	8	38,653 00	1,800 00	11,000 00	25 00	—	51,478 00
TOTALS	139	\$594,400 00	\$40,500 00	\$430,900 00	\$7,200 00	\$20,000 00	\$1,093,000 00

MIDDLESEX COUNTY TRAINING SCHOOL

4-08-14

Youngsters who are adjudged habitual truants by the Boston Courts and other offenders against the school attendance laws are committed to the Middlesex County Training School for disciplinary training and instruction, as provided by the General Laws. An average of 38 boys per year are sent to this institution.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriations:						
Middlesex County Training						
School	\$87,721 28	\$90,000 00	\$90,000 00	\$90,000 00	\$90,000 00	

C — PROGRAM

Board and care of truants, based on an average of 38 boys and charge of \$45.00 per week .	\$90,000 00
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SUPREME JUDICIAL COURT

4-12-11

The Supreme Judicial Court is a state court which hears appeals from decisions of the Superior Court in civil and criminal cases. The salaries of the justices are paid by the Commonwealth, and the expenses of the Clerk of the Suffolk County sessions of the court are borne by the county.

The Clerk of the Supreme Judicial Court for Suffolk County attends sessions of the court, records proceedings, and has the care and custody of all records, books, and papers which are filed in his office. He issues orders of notices, writs, and subpoenas, furnishes certified copies of documents, and keeps a roll of attorneys for the entire state.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$88,485 12	\$90,067 13	\$91,000 00	\$93,694 00	\$93,280 00	
-Contractual Services . . .	21,931 88	3,426 63	5,150 00	10,150 00	10,150 00	
-Supplies & Materials . . .	997 12	1,264 35	1,495 00	1,495 00	1,495 00	
-Current Charges & Oblig's	106 50	103 50	100 00	100 00	100 00	
-Equipment	335 50	219 50	300 00	300 00	300 00	
TOTALS	\$111,856 12	\$95,081 11	\$98,045 00	\$105,739 00	\$105,325 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$2,000 00

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
16	\$93,280 00	\$10,150 00	\$1,495 00	\$100 00	\$300 00	\$105,325 00

Personal Services: Clerk of Court and 2 Assistants, 5 Court Officers, Head Clerk, and 7 Clerical Employees.

Contractual Services: Telephone service, \$150.00; master's and auditor's fees, \$5,000.00; microfilming of records, \$5,000.00.

Supplies and Materials: Postage, \$100.00; cards, forms, and stationery, \$1,100.00; court officers' uniforms, \$275.00; bottled water, \$20.00.

Current Charges and Obligations: Premiums on surety bonds, \$100.00.

Equipment: Library books, \$300.00.

SUPERIOR COURT, GENERAL EXPENSES

4-12-12

The Superior Court is a state court consisting of a Chief Justice and 37 Associate Justices who are paid by the Commonwealth of Massachusetts. In Suffolk County the court sits daily in 10 civil jury, 3 civil, without jury, 3 criminal motion, 2 pretrial, and 1 assignment sessions.

The expenses of providing stenographic and confidential messenger service for the Suffolk County sessions of the court are borne by the City of Boston.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$93,954 83	\$95,553 06	\$100,000 00	\$112,095 00	\$110,000 00	
2—Contractual Services . . .	1,151 69	1,041 73	1,405 00	1,930 00	1,480 00	
3—Supplies & Materials . . .	1,297 95	2,045 67	2,035 00	2,535 00	2,235 00	
5—Equipment	3,366 60	4,083 50	4,000 00	4,860 00	4,360 00	
TOTALS	\$99,771 07	\$102,723 96	\$107,440 00	\$121,420 00	\$118,075 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. PROVIDING STENOGRAPHIC, CLERICAL AND MESSENGER SERVICES FOR THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
18	\$110,000 00	\$1,480 00	\$2,235 00	\$4,360 00	\$118,075 00

Personal Services: 12 Court Stenographers, Messenger and Clerical Assistant, Assistant Messenger, 4 Clerical Employees.

Contractual Services: Telephone service, \$1,100.00; servicing of office machines, \$50.00; religious services, \$30.00; printing and binding, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,200.00; wrapping paper and twine, \$35.00.

Equipment: Typewriter, \$360.00; library books, \$4,000.00.

CLERK'S OFFICE, SUPERIOR COURT, CIVIL SESSION

4-12-13

The Clerk of the Court attends all sessions of the court; plans, controls, directs and supervises the issuance, recording, docketing, and indexing of legal processes; has official custody of court records; keeps accounts of revenues collected; and issues summonses to witnesses.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$460,151 03	\$489,613 48	\$530,000 00	\$547,551 00	\$544,000 00	
Contractual Services . .	321,152 84	448,234 69	384,500 00	354,500 00	354,500 00	
Supplies & Materials . .	16,361 65	18,320 03	16,500 00	18,000 00	18,000 00	
Current Charges & Oblig's	249 19	263 95	273 00	273 00	273 00	
Equipment	371 75	1,569 10	1,800 00	1,800 00	1,800 00	
TOTALS	\$798,286 46	\$958,001 25	\$933,073 00	\$922,124 00	\$918,573 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$74,702 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, and financial services. Receives and enters all cases of the court, collects and accounts for fees, and prepares statistics of court activities. This section prepares the budget, compiles the payrolls and requisitions, and issues supplies for the civil sessions of the court. Prepares and distributes trial lists in all law cases; docket all papers filed; prepares cases for trial, enters judgments and executions; records defaults; issues writs, precepts, notices, and depositions; arranges printing on cases appealed to the Supreme Judicial Court; and maintains indexes of court activity. Approximately 11,603 cases are entered annually. Issues all equity processes, restraining orders, and notices; records and docket equity cases and papers filed; prepares daily motion list and notices relative to actions in motion session. Annually about 1,440 cases are entered, and 21,180 motions dealt with, 384 cases remanded to District Courts.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
101	\$386,612 50	\$4,500 00	\$10,000 00	\$137 50	\$1,400 00	\$402,650 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, Executive Secretary.

General Services: Head Clerk, 20 Clerical Employees.

Law Division: Head Clerk, 67 Clerical Employees.

Equity Division: Head Clerk, 9 Clerical Employees.

Contractual Services: Telephone service, \$4,300.00; servicing of office equipment, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$10,000.00.

Current Charges and Obligations: Premium on surety bond, \$37.50; rental of postal machine, \$100.00.

Equipment: Metal document boxes, \$200.00; typewriters, \$1,200.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment and keep a record of its proceedings; make tabular reports of the work of the court; and advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
18	\$157,387 50	\$350,000 00	\$8,000 00	\$135 50	\$400 00	\$515,923 00

Personal Services: First Assistant Clerk, Equity Clerk, 16 Assistant Clerks.

Contractual Services: Masters' and auditor's services, \$60,000.00; stenographic services, \$6,000.00; printing and binding, \$4,000.00; jurors' compensation and expenses, \$280,000.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$8,000.00.

Current Charges and Obligations: Premium on surety bonds, \$135.50.

Equipment: Library books, \$400.00.

Clerk's Office, Superior Court, Civil Session — Continued

D — PROGRAM SUMMARY

Program	Personal Services No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	101	\$386,612 50	\$4,500 00	\$10,000 00	\$137 50	\$1,400 00	\$402,650
2. Conduct and Record Proceedings of Court	18	157,387 50	350,000 00	8,000 00	135 50	400 00	515,923
TOTALS	119	\$544,000 00	\$354,500 00	\$18,000 00	\$273 00	\$1,800 00	\$918,573

CRIMINAL SESSION, SUPERIOR COURT

4-12-14

The expenses of the Clerk of the Superior Criminal Court and the cost of certain activities of the District Attorney are provided for in this appropriation.

The Clerk of the Court attends all sessions of the court; issues records; indexes and docketts all legal process; advises counsel, defendants, and the public; and issues summonses to witnesses.

The District Attorney and permanent assistants are employees of the Commonwealth. The county provides special assistant district attorneys and office personnel who handle the preparation of indictments, the writing of briefs, the condition of persons under indictment, and various investigation services.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Personal Services . . .	\$358,315 75	\$384,686 98	\$398,754 00	\$420,230 00	\$415,000 00	
-Contractual Services . .	390,774 38	298,885 98	286,000 00	290,800 00	286,000 00	
-Supplies & Materials . .	13,341 18	10,688 21	8,935 00	9,090 00	9,040 00	
-Current Charges & Oblig's	127 50	240 00	135 00	155 00	155 00	
-Equipment	2,331 75	2,058 65	4,000 00	3,800 00	3,500 00	
TOTALS	\$764,890 56	\$696,559 82	\$697,824 00	\$724,075 00	\$713,695 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$260 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of departmental activities. Provides clerical, stenographic, financial services. Prepares and indexes various lists and docketts, receives fees, fines, court costs, and bail. Prepares daily trial list, daily police officers' list. Completes court records of all procedures and disposition of all cases; and keeps statistics relating to the number of offences and their disposition.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
32	\$144,265 15	\$12,250 00	\$5,140 00	\$37 50	\$800 00	\$162,492 65

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: Head Clerk, Interpreter, 17 Clerical Employees.

Trial List and Commitments: Head Clerk, 2 Principal Clerks.

Dockets and Statistics: Head Clerk, 2 Clerical Employees.

Witness Room: Head Clerk, 3 Principal Clerks.

Contractual Services: Telephone service, \$150.00; servicing of office equipment, \$100.00; printing bills of exception and appeal, \$12,000.00.

Supplies and Materials: Cheesecloth, \$30.00; postage, forms, cards, and stationery, \$5,100.00; twine, chalk, and wrapping paper, \$10.00.

Current Charges and Obligations: Premium on surety bond, \$37.50.

Equipment: Typewriters, \$500.00; library books, \$300.00.

2. CONDUCT AND RECORD PROCEEDINGS OF COURT

Act as clerks in a session of a court upon assignment, and keep a record of its proceedings; make tabular reports of the work of the court; advise counsel, defendants, and the public relative to court practices, procedures, and the status of cases.

Personal Services No.	Amount	Contractual Services	Current Charges	Total
12	\$102,600 00	\$210,100 00	\$97 50	\$312,797 50

Personal Services: 12 Assistant Clerks of Court.

Contractual Services: Transportation of jurors and prisoners, \$3,400.00; experts, attorneys, and stenographers, \$11,500.00; jurors' compensation and expenses, \$126,200.00; transcripts of evidence, \$6,000.00; witness fees, \$60,000.00; services of venires, \$2,000.00; jury lockup, \$1,000.00.

Current Charges and Obligations: Premium on surety bonds, \$97.50.

Criminal Session, Superior Court — Continued

3. PREPARATION OF CASES FOR PROSECUTION

Assists in the preparation of cases for prosecution, prepares briefs, draws indictments resulting from Grand Jury action, and conducts special investigations.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$168,134 85	\$63,650 00	\$3,900 00	\$20 00	\$2,700 00	\$238,404 85

Personal Services: Secretary and Chief Clerk, Chief Stenographer and Indictment Clerk, Head Administrative Clerk, 15 Legal Aides, and Clerical Employees.

Contractual Services: Telephone service, \$9,250.00; servicing of office equipment, \$100.00; transportation, rendition of prisoners and investigation of cases, \$23,000.00; board and room for witnesses, \$300.00; hire of experts, \$30,000.00; printing briefs, \$1,000.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,900.00.

Current Charges and Obligations: Subscriptions, \$20.00.

Equipment: Typewriters, \$500.00; library books, \$2,200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	32	\$144,265 15	\$12,250 00	\$5,140 00	\$37 50	\$800 00	\$162,492
2. Conduct and Record Proceedings of Court	12	102,600 00	210,100 00	—	97 50	—	312,797
3. Preparation of Cases for Prosecution .	37	168,134 85	63,650 00	3,900 00	20 00	2,700 00	238,404
TOTALS	81	\$415,000 00	\$286,000 00	\$9,040 00	\$155 00	\$3,500 00	\$713,695

MUNICIPAL COURT, CITY OF BOSTON

4-12-15

The Municipal Court of the City of Boston, downtown, has jurisdiction over an area of approximately 4.8 square miles, containing a population of over 100,000 persons. It has original jurisdiction over all crimes committed in the area except felonies which carry a penalty of five years or more in State Prison. Its civil jurisdiction embraces all of Suffolk County.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$882,785 33	\$884,317 51	\$905,000 00	\$938,373 00	\$912,558 00	
Contractual Services . .	26,807 05	28,018 03	29,000 00	31,500 00	29,800 00	
Supplies & Materials . .	36,169 37	37,283 35	38,000 00	41,885 00	41,260 00	
Current Charges & Oblig's	748 86	693 79	1,050 00	1,222 00	1,200 00	
Equipment	1,259 31	1,156 50	3,30000	3,425 00	3,3000 00	
TOTALS	\$947,769 92	\$951,469 18	\$976,350 00	\$1,016,405 00	\$988,118 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1959 \$450,100 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Supervises and is responsible for the proper administration of the court; determines legal issues in the various proceedings before the court and sentences convicted defendants to penal institutions or places them on probation. Opens and attends criminal and civil sessions of the court; maintains order and decorum in the court and assists in the commitment of prisoners. Makes mental and physical examinations of individuals referred by probation officers, or the courts, and observes the mental and physical conditions of prisoners in the dock.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
37	\$265,125 00	\$1,550 00	\$1,860 00	\$50 00	\$1,265 00	\$269,850 00

Personal Services: Performance under this program is divided among the following sections:

Justice Section: Chief Justice, 8 Associate Judges, Secretary to the Justices, Assistant Secretary to the Justices, 6 Special Justices.

Court Office Section: 2 Chief Court Officers, Assistant Chief Court Officer, 12 Court Officers, 2 Van Drivers.

Medical Section: Medical Director, Assistant Medical Director, Secretary.

Temporary Employees: Van Driver at \$72.75 per week for 9 weeks; Medical Director, Gr. 28 for one month.

Contractual Services: Telephone service, \$900.00; servicing of automotive equipment, \$300.00; laundry service, \$50.00; binding of law books and dockets, \$300.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; household supplies and materials, \$10.00; medicine and drugs, \$200.00; postage, forms, cards, and stationery, \$625.00; court officers' uniforms and supplies, \$525.00.

Current Charges and Obligations: Premiums on fidelity, surety, and forgery bonds, \$50.00.

Equipment: Library books, \$1,000.00; typewriters, \$215.00; medical and hospital equipment, \$50.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Maintains a record of all criminal cases; prepares summonses and warrants; receives automobile parking violations in the Police Department; handles fines and bail deposits; answers inquiries regarding court procedures and the status of cases; records the disposition of cases; is custodian of court records and files; prepares reports for the Supreme Court Registry of Motor Vehicles; and processes general correspondence. Approximately 54,304 criminal cases are entered annually and 338,093 automobile parking violations; automobile fines collected total \$367,832.00. Receives, docket, and files 25,000 entries of civil cases, 1,200 small claims, and 1,300 supplementary processes; receives pleadings; issues summonses, capias, default nonsuit, and other notices; and records findings in 2,200 trials, 5,000 motions, 15,000 judgments, 100 attachment applications, 5,500 removals, and trial of 1,200 cases transferred from Superior Court. This office receives all court fees in civil cases, collects statistics, and prepares an annual report.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
70	\$387,155 00	\$21,925 00	\$35,400 00	\$600 00	\$1,505 00	\$446,585 00

Municipal Court, City of Boston — Continued

Personal Services: Performance under this program is divided among the following sections:

Criminal Division:

Administrative Section: Clerk of Court, Executive Secretary.

General Services Section: First Assistant Clerk, Assistant Clerk, 2 Clerical Employees.

Pleading and Docket Rooms: 6 Assistant Clerks, Head Clerk, 3 Clerical Employees.

Parking Tag Room: Assistant Clerk, Head Clerk, 13 Clerical Employees.

Temporary Employees: Clerical Employees at \$47.75 per week for vacations.

Civil Division:

Administrative Section: Clerk of Court, First Assistant Clerk, Executive Secretary.

General Services Section: 2 Assistant Clerks, 3 Deputy Assistant Clerks, 2 Head Clerks, 13 Clerical Employees.

Trials Section: 8 Assistant Clerks, 2 Deputy Assistant Clerks, 2 Clerical Employees.

Supplementary Process and Small Claims Section: Assistant Clerk, 2 Deputy Assistant Clerks, Clerical Employee.

Contractual Services: Telephone service, \$4,500.00; servicing of office equipment, \$475.00; transportation of court officers and prisoners, \$500.00; advertising, \$50.00; interpreters, \$25.00; binding of law books and dockets, \$1,500.00; witness fees, \$14,875.00.

Supplies and Materials: Household supplies and materials, \$25.00; postage, forms, cards, and stationery, \$35,375.00.

Current Charges and Obligations: Meter mailing rentals, \$375.00; premiums on fidelity, surety, and forgery bonds, \$225.00.

Equipment: Typewriters, \$1,155.00; library books, \$350.00.

3. SUPERVISION OF PROBATIONERS

Interviews complainants and defendants in domestic relations cases and reports to the justice; interviews and releases or holds for court persons arrested for drunkenness; answers inquiries regarding probation matters; makes special investigations as directed; and has general supervision of individuals placed on probation. This department collects and disburses monies received in nonsupport cases and furnishes telephone service for all sections of Municipal Court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
48	\$260,278 00	\$6,325 00	\$4,000 00	\$550 00	\$530 00	\$271,683 00

Personal Services: Chief Probation Officer, First Assistant Probation Officer, Second Assistant Probation Officer, 2 Deputies, 23 Probation Officers, Investigator, 2 Head Clerks, Switchboard Operator, 16 Clerical Employees.

Contractual Services: Telephone service, \$3,100.00; servicing of office equipment, \$25.00; transportation of probation officers and prisoners, \$3,000.00; printing and binding, \$200.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$4,000.00.

Current Charges and Obligations: Temporary aid for dependents, \$300.00; dues and subscriptions, \$50.00; premiums on fidelity, surety, and forgery bonds, \$200.00.

Equipment: Typewriters, \$430.00; library books, \$100.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	37	\$265,125 00	\$1,550 00	\$1,860 00	\$50 00	\$1,265 00	\$269,850 00
2. Maintenance of General Court Activities and Records	70	387,155 00	21,925 00	35,400 00	600 00	1,505 00	446,585 00
3. Supervision of Probation	48	260,278 00	6,325 00	4,000 00	550 00	530 00	271,683 00
TOTALS	155	\$912,558 00	\$29,800 00	\$41,260 00	\$1,200 00	\$3,300 00	\$988,118 00

BOSTON JUVENILE COURT

4-12-16

The Boston Juvenile Court has jurisdiction within the same territorial limits as the Boston Municipal Court over all neglected, delinquent, and wayward children. It also has concurrent jurisdiction, with the Boston Municipal Court, over all adults who commit offences contributing to the delinquency of children under the age of seventeen, and hears and determines all cases against parents and guardians for neglect of minor children and for failure to have children attend school.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$102,489 00	\$105,427 89	\$110,400 00	\$116,122 00	\$113,500 00	
—Contractual Services . . .	6,306 00	6,593 70	6,563 00	7,663 00	6,950 00	
—Supplies & Materials . . .	1,560 00	1,773 22	1,630 00	1,600 00	1,600 00	
—Current Charges & Oblig's	281 00	274 25	334 00	334 00	334 00	
—Equipment	215 00	282 63	505 00	754 00	754 00	
TOTALS	\$110,851 00	\$114,351 69	\$119,432 00	\$126,473 00	\$123,138 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959 \$75 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

The Justice hears cases brought before the court and directs the administration and probationary work of the court. It is estimated there will be 1,200 cases heard in 1958, and these cases will involve a total of 5,000 judicial determinations, which are decisions and orders involving surrenders, continuances, change of custody, etc.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
2	\$18,618 51	\$2,560 00	\$100 00	\$28 00	\$53 00	\$21,359 51

Personal Services: Justice, Court Officer, 2 Special Justices for simultaneous sessions and vacation supply.
Contractual Services: Telephone service, \$160.00; attendance of justice at conferences, \$500.00; witness fees, \$1,900.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$100.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$3.00.
Equipment: Library books, \$53.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Deals with the granting and hearing of all complaints; determines executive and personnel policies; prepares daily court calendars and dockets; and performs other administrative functions. Transcribes and records proceedings; prepares budget estimates; compiles personnel records and statistical reports; requisitions and issues supplies and materials; and distributes information relative to the business of the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$25,041 22	\$560 00	\$640 00	\$70 00	\$394 00	\$26,705 22

Personal Services: Clerk, Assistant Clerk, Head Clerk, Head Statistical Clerk, vacation supply.
Contractual Services: Telephone service, \$10.00; binding of law books and dockets, \$550.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$640.00.
Current Charges and Obligations: Dues and subscriptions, \$25.00; premium on surety bond, \$45.00.
Equipment: Library books, \$394.00.

Boston Juvenile Court — Continued

3. SUPERVISION OF PROBATIONERS

Attends court sessions; interviews children, parents, and others concerned in juvenile cases; investigates, supervises and visits probationers as ordered by the court; and makes permanent record of all its findings. It is estimated that this division will prepare 1,085 probation reports in 1959 and make approximately 75,000 visits to probationers, families, schools etc., and that there will be approximately 1,900 children and 85 adults on probation during the year; that the department will supervise approximately 185 children (representing 65 cases) who are brought before the court as "children in need of care and protection," i.e., children neglected by their parents.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
13	\$69,840 27	\$3,830 00	\$860 00	\$236 00	\$307 00	\$75,073 27

Personal Services: Chief Probation Officer, Assistant Chief Probation Officer, 7 Probation Officers, 4 Clerks, vacation supply.

Contractual Services: Telephone service, \$80.00; servicing of office equipment, \$200.00; probation officers' travel expenses, \$1,900.00; transportation of prisoners and neglected children, \$1,600.00; medical services, \$50.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$860.00.

Current Charges and Obligations: Dues and subscriptions, \$170.00; premium on surety bonds, \$66.00.

Equipment: Library books, \$85.00; typewriters, \$222.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	2	\$18,618 51	\$2,560 00	\$100 00	\$28 00	\$53 00	\$21,359 51
2. Maintenance of General Court Activities and Records	4	25,041 22	560 00	640 00	70 00	394 00	26,705 22
3. Supervision of Probationers	13	69,840 27	3,830 00	860 00	236 00	307 00	75,073 27
TOTALS	19	\$113,500 00	\$6,950 00	\$1,600 00	\$334 00	\$754 00	\$123,138 00

PROBATE COURT

4-12-17

The Probate Court has jurisdiction over the probating of wills, the granting of administration of estates, the appointment of guardians and conservators, and the conduct of legal proceedings in connection with certain domestic relations cases, including divorce, annulment of marriage, separate maintenance, and the custody of children.

This appropriation covers the office expenses of the court in Suffolk County as well as the compensation of four officers of the court. The salaries of the Register of Probate and 48 office employees are paid by the Commonwealth.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$28,906 80	\$32,078 95	\$35,305 00	\$35,305 00	\$35,305 00	
—Contractual Services . .	25,761 54	24,515 16	24,050 00	26,300 00	25,000 00	
—Supplies & Materials . .	15,165 13	35,436 43	32,200 00	25,745 00	25,000 00	
—Current Charges & Oblig's	—	40 93	75 00	75 00	75 00	
—Equipment	663 00	1,613 94	1,800 00	2,115 00	1,900 00	
TOTALS	\$70,496 47	\$93,685 41	\$93,430 00	\$89,540 00	\$87,280 00	

B — DEPARTMENTAL REVENUES

Revenues of the Probate Court are deposited with the Commonwealth.

C — PROGRAM

1. MAINTENANCE OF COURT RECORDS AND ORDER AND DECORUM IN SESSIONS OF THE COURT

No.	Personal Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$35,305 00	\$25,000 00	\$25,000 00	\$75 00	\$1,900 00	\$87,280 00

Personal Services: 3 Court Officers, Permanent Officer, and Messenger.

Contractual Services: Telephone service, \$4,000.00; travel expense, \$50.00; cleaning office aprons and coats, \$250.00; court stenographer service, \$6,000.00; auditors', masters', and investigators' fees, \$14,000.00; binding and repairing books and dockets, \$700.00.

Supplies and Materials: Postage, cards, forms, and stationery, \$17,000.00; parts for photostat machine, \$50.00; court officers' uniforms, \$195.00; photostate paper and supplies, \$7,755.00.

Current Charges and Obligations: Mail-o-meter charges, \$75.00.

Equipment: Typewriters, \$1,100.00; library books, \$800.00.

COURT OFFICERS' DIVISION, SUPERIOR COURT

4-12-18

The court officers open and attend civil, criminal, and other sessions of the Superior Court in Suffolk County. They maintain order and decorum in the courtroom, assist in the commitment of prisoners, serve summonses and citations, and are responsible for the board and care of jurors and the proper accounting of expenses incurred when juries are ordered locked up by the court.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approv
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$360,304 56	\$359,022 09	\$376,000 00	\$395,742 00	\$376,000 00	
2—Contractual Services . . .	1,947 50	2,547 48	2,000 00	2,000 00	2,000 00	
3—Supplies & Materials . . .	21,733 54	12,423 48	13,450 00	14,450 00	14,450 00	
4—Current Charges & Oblig's	281 00	272 00	293 00	293 00	293 00	
TOTALS . . .	\$384,266 60	\$374,265 05	\$391,743 00	\$412,485 00	\$392,743 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

I. MAINTENANCE OF ORDER AND DECORUM IN SESSIONS OF THE COURT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
61	\$376,000 00	\$2,000 00	\$14,450 00	\$293 00	\$392,743 00

Personal Services: Chief Deputy Sheriff, Assistant Chief Deputy Sheriff, Deputy Sheriff, Jury Assembly Court Officer, Assistant Jury Assembly Court Officer, and 56 Court Officers.

Contractual Services: Transportation of prisoners, \$2,000.00.

Supplies and Materials: Meals for jurors, \$13,000.00; stationery, \$50.00; officers' uniforms, \$1,400.00.

Current Charges and Obligations: Premiums on surety bonds, \$293.00.

PROBATION DEPARTMENT, SUPERIOR COURT, CRIMINAL SESSION

4-12-19

The Probation Department prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. They supervise the activities of persons placed on probation during the periods fixed by the Justices and supervise persons on parole after release.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
—Personal Services . . .	\$152,329 81	\$114,848 67	\$69,500 00	\$74,164 00	\$74,000 00	
—Contractual Services . . .	4,661 01	4,946 80	4,906 00	5,041 00	4,908 00	
—Supplies & Materials . . .	2,748 31	3,299 26	3,014 00	4,079 00	3,514 00	
—Current Charges & Oblig's	148 00	177 00	183 00	183 00	183 00	
—Equipment	116 84	734 00	810 00	5,083 00	5,080 00	
TOTALS	\$160,003 97	\$124,005 73	\$78,413 00	\$88,550 00	\$87,685 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. INVESTIGATION OF CASES AND SUPERVISION OF PROBATIONERS

Prepares reports to aid the Justices in determining the advisability of placing convicted persons on probation. Supervises the activities of persons placed on probation during the periods fixed by the Justices as well as persons on parole after release.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
19	\$74,000 00	\$4,908 00	\$3,514 00	\$183 00	\$5,080 00	\$87,685 00

Personal Services: Performance under this program is divided among the following sections:

Administrative Section: Head Clerk.

General Services Section: Executive Secretary and 17 Clerical Employees.

Contractual Services: Telephone and telegraph service, \$2,200.00; repair and servicing of office equipment, \$108.00; transportation of probation officers, \$2,600.00.

Supplies and Materials: Cheesecloth, \$14.00; postage, forms, cards, and stationery, \$3,500.00.

Current Charges and Obligations: Premiums on surety bonds, \$183.00.

Equipment: Bookkeeping machine, \$4,500.00; typewriters, \$470.00; library books, \$110.00.

MUNICIPAL COURT, CHARLESTOWN DISTRICT

4-12-21

The Municipal Court, Charlestown District, has jurisdiction over an area of approximately 1 square mile, containing a population of 31,302 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 6,600; juvenile, 175; civil, 1,200; small claims, 2,000; automobile parking violations, 15,000; supplementary processes, 500; number committed, 1,100; number of probations, 1,300; reciprocal support, 60.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$65,009 52	\$73,937 79	\$79,958 00	\$90,377 00	\$85,704 00	
2—Contractual Services . .	2,998 62	2,725 71	3,121 00	3,816 00	3,360 00	
3—Supplies & Materials . .	2,488 30	2,377 75	2,440 00	3,100 00	3,000 00	
4—Current Charges & Oblig's	106 50	102 00	107 00	107 00	107 00	
5—Equipment	189 50	230 00	200 00	1,539 00	1,400 00	
TOTALS	\$70,792 44	\$79,373 25	\$85,826 00	\$98,939 00	\$93,571 00	

B—DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1959	\$14,000 00
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C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$32,152 00	\$1,970 00	\$320 00	\$9 00	\$200 00	\$34,651 00
Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions of the Superior Court. Vacation supply for Court Officers. Contractual Services: Telephone service, \$100.00; servicing of equipment, \$10.00; transportation of prisoners, \$1,860.00. Supplies and Materials: Postage, forms, cards, and stationery, \$150.00; uniforms for court officers, \$170.00. Current Charges and Obligations: Premium on surety bonds, \$9.00. Equipment: Library books, \$200.00.						

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
5	\$29,163 00	\$590 00	\$2,300 00	\$37 50	\$32,090 50
Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Clerical Assistants. Provision is made for vacation supply for the Clerk Court and Clerical Assistant. Contractual Services: Telephone service, \$400.00; servicing of office equipment, \$60.00; towel service, \$36.00; printing, binding, and ruling, \$94.00. Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00. Current Charges and Obligations: Premium on surety bonds, \$37.50.					

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,389 00	\$630 00	\$550 00	\$60 50	\$1,200 00	\$26,829 50

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant. Vacation supply for Chief Probation Officer.

Contractual Services: Telephone service, \$500.00; servicing of office equipment, \$30.00; expenses of probation officers, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$550.00.

Current Charges and Obligations: Premium on surety bonds, \$60.50.

Equipment: Furniture and typewriters, \$1,200.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$32,152 00	\$1,970 00	\$320 00	\$9 00	\$200 00	\$34,651 00
Maintenance of General Court Activities and Records	5	29,163 00	590 00	2,300 00	37 50	—	32,090 50
Supervision of Probationers	4	24,389 00	630 00	550 00	60 50	1,200 00	26,829 50
TOTALS	12	\$85,704 00	\$3,190 00	\$3,170 00	\$107 00	\$1,400 00	\$93,571 00

EAST BOSTON DISTRICT COURT

4-12-22

The Municipal Court, East Boston District, has jurisdiction over an area of approximately 6 square miles, containing a population of 90,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated in the following estimated statistics: criminal cases, 5,000; juvenile, 400; civil, 1,000; small claims, 1,200; automobile parking violations, 25,000; supplementary process, 500; number committed, 250; number of probations, 300; reciprocal support, 50.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$58,947 09	\$70,545 44	\$82,404 00	\$87,971 00	\$87,506 00	
2—Contractual Services . .	2,830 74	2,824 91	3,083 00	3,183 00	3,123 00	
3—Supplies & Materials . .	3,658 93	4,299 87	3,620 00	3,765 00	3,515 00	
4—Current Charges & Oblig's	91 00	89 50	92 00	99 00	99 00	
5—Equipment	150 00	213 50	150 00	380 00	380 00	
TOTALS	\$65,677 76	\$77,973 22	\$89,349 00	\$95,398 00	\$94,623 00	

B — DEPARTMENTAL REVENUES

Estimated revenues from fees, fines, etc., for 1959	\$20,000 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$30,453 00	\$1,920 00	\$15 00	\$19 00	\$150 00	\$32,557 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$120.00; transportation of prisoners, \$1,800.00.

Supplies and Materials: Handcuffs, \$15.00.

Current Charges and Obligations: Premium on surety bonds, \$10.00; P. O. Box rental, \$9.00.

Equipment: Library books, \$150.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars, and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$36,134 00	\$408 00	\$3,000 00	\$38 00	\$180 00	\$39,760 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 4 Clerical Assistants. Provision is made for vacation supply for the Clerk of Court.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$48.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$3,000.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

Equipment: Storage boxes, \$100.00; library, \$80.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$20,919 00	\$795 00	\$500 00	\$42 00	\$50 00	\$22,306 00

Personal Services: Chief Probation Officer, 2 Probation Officers, Clerical Assistant.

Contractual Services: Telephone service, \$360.00; servicing of office equipment, \$35.00; expenses of probation officers, \$400.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$500.00.

Current Charges and Obligations: Premium on surety bonds, \$42.00.

Equipment: Furniture, \$50.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$30,453 00	\$1,920 00	\$15 00	\$19 00	\$150 00	\$32,557 00
Maintenance of General Court Activities and Records	7	36,134 00	408 00	3,000 00	38 00	180 00	39,760 00
Supervision of Probationers	4	20,919 00	795 00	500 00	42 00	50 00	22,306 00
TOTALS	14	\$87,506 00	\$3,123 00	\$3,515 00	\$99 00	\$380 00	\$94,623 00

MUNICIPAL COURT, SOUTH BOSTON DISTRICT

4-12-23

The Municipal Court, South Boston District, has jurisdiction over an area of approximately 2.3 square miles containing a population of 58,526 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 4,262; juvenile, 161; civil, 654; small claims, 522; automobile parking violations, 11,850; supplementary process, 265; number of persons committed, 250; and number of persons on probation during year, 467; reciprocal support, 26.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$65,572 10	\$69,075 20	\$76,154 00	\$85,797 00	\$84,690 00	
2—Contractual Services . . .	3,169 29	3,350 97	3,374 00	4,080 00	3,880 00	
3—Supplies & Materials . . .	2,492 45	2,966 55	2,110 00	2,000 00	2,000 00	
4—Current Charges & Oblig's . . .	180 00	174 00	187 00	279 00	279 00	
5—Equipment	224 25	294 16	200 00	560 00	560 00	
TOTALS	\$71,638 09	\$75,860 88	\$82,025 00	\$92,716 00	\$91,409 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959	<u>\$23,500 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Current Charges	Equipment	Total
3	\$30,386 00	\$2,295 00	\$6 00	\$125 00	\$32,812 00

Personal Services: Justice, 2 Court Officers. Services of Special Justices at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Transportation of prisoners, \$2,160.00; telephone service, \$135.00.

Current Charges and Obligations: Premium on surety bonds, \$6.00.

Equipment: Library, \$125.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$26,595 00	\$630 00	\$1,050 00	\$163 00	\$28,438 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Head Clerk, and vacation supply for Clerk of Court and Clerical Assistant.

Contractual Services: Telephone service, \$470.00; servicing of office equipment, \$60.00; binding of permanent records, \$100.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,050.00.

Current Charges and Obligations: Premium on surety bond and rental of water cooler, \$163.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$27,709 00	\$955 00	\$950 00	\$110 00	\$435 00	\$30,159 00

Personal Services: Chief Probation Officer, 3 Probation Officers, and Clerical Assistant.

Contractual Services: Telephone service, \$395.00; servicing of office equipment, \$60.00; transportation of probation officers, \$500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$950.00.

Current Charges and Obligations: Rentals, and premium on surety bonds, \$110.00.

Equipment: Typewriter, \$215.00; library, \$220.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	3	\$30,386 00	\$2,295 00	—	\$6 00	\$125 00	\$32,812 00
Maintenance of General Court Activities and Records	4	26,595 00	630 00	\$1,050 00	163 00	—	28,438 00
Supervision of Probationers	5	27,709 00	955 00	950 00	110 00	435 00	30,159 00
TOTALS	12	\$84,690 00	\$3,880 00	\$2,000 00	\$279 00	\$560 00	\$91,409 00

MUNICIPAL COURT, DORCHESTER DISTRICT

4-12-24

The Municipal Court, Dorchester District, has jurisdiction over an area of approximately 14 square miles, containing a population of 280,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics; criminal cases, 5,880; juvenile, 440; civil, 1,810; small claims, 2,250; automobile parking violations, 35,513; supplementary processes, 1,510; number of persons committed 380; number of persons on probation, 800; reciprocal support, 70.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$105,738 30	\$115,702 42	\$132,646 00	\$142,246 00	\$140,596 00	
2—Contractual Services . . .	4,806 39	5,068 28	4,335 00	6,135 00	6,135 00	
3—Supplies & Materials . . .	3,915 50	3,752 62	2,570 00	3,570 00	3,570 00	
4—Current Charges & Obl'g's	172 00	193 18	178 00	178 00	178 00	
5—Equipment	215 00	127 50	200 00	400 00	400 00	
TOTALS	\$114,847 19	\$124,844 00	\$139,929 00	\$152,529 00	\$150,879 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959	<u>\$40,300 00</u>
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$42,370 00	\$2,300 00	\$70 00	\$14 00	\$250 00	\$45,004 00

Personal Services: Justice, 3 Court Officers. Services of Special Justices for simultaneous sessions, and during vacations of Presiding Justice.

Contractual Services: Telephone service, \$300.00; transportation of prisoners, \$2,000.00.

Supplies and Materials: Court officer's uniform, \$70.00.

Current Charges and Obligations: Premium on surety bonds, \$14.00.

Equipment: Library books, \$250.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$62,550 00	\$1,150 00	\$2,000 00	\$98 00	\$150 00	\$65,948 00

Personal Services: Clerk of Court, 3 Assistant Clerks of Court, 8 Clerical Assistants, and vacation supply for Clerk and Assistants.

Contractual Services: Telephone service, \$1,050.00; servicing of office equipment, \$60.00; towel service, \$40.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,000.00.

Current Charges and Obligations: Premium on surety bond, \$38.00; rental of water cooler, \$60.00.

Equipment: File cabinet, \$150.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$35,676 00	\$2,685 00	\$1,500 00	\$66 00	\$39,927 00

Personal Services: Chief Probation Officer, 4 Probation Officers, Clerical Assistant, and vacation supply for Chief Probation Officer.
 Contractual Services: Telephone service, \$1,150.00; servicing of office equipment, \$15.00; transportation of probation officers, \$1,500.00; towel service, \$20.00.
 Supplies and Materials: Postage, forms, cards, and stationery, \$1,500.00.
 Current Charges and Obligations: Premium on surety bonds, \$66.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$42,370 00	\$2,300 00	\$70 00	\$14 00	\$250 00	\$45,004 00
Maintenance of General Court Activities and Records	12	62,550 00	1,150 00	2,000 00	98 00	150 00	65,948 00
Supervision of Probationers	6	35,676 00	2,685 00	1,500 00	66 00	—	39,927 00
TOTALS	22	\$140,596 00	\$6,135 00	\$3,570 00	\$178 00	\$400 00	\$150,879 00

MUNICIPAL COURT, ROXBURY DISTRICT

4-12-25

The Municipal Court, Roxbury District, has jurisdiction over an area of approximately 9 square miles, containing a population of 225,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following statistics: criminal cases, 24,176; juvenile, 1,343; civil, 2,343; small claims, 1,831; automobile parking violations, 123,085; supplementary processes, 1,642; number of persons committed to State Prison, 3,000; number of persons on probation, 3,609; reciprocal support, 208.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$247,141 99	\$259,664 95	\$279,773 00	\$309,516 00	\$308,958 00	
2—Contractual Services . .	15,128 01	15,537 93	14,463 00	17,422 00	16,922 00	
3—Supplies & Materials . .	16,678 91	17,318 28	16,185 00	20,312 00	20,210 00	
4—Current Charges & Oblig's	493 69	552 50	553 00	553 00	553 00	
5—Equipment	357 75	396 00	350 00	2,050 00	2,000 00	
TOTALS	\$279,800 35	\$293,469 66	\$311,324 00	\$349,853 00	\$348,643 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959 \$93,500 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
8	\$68,603 00	\$8,460 00	\$960 00	\$27 00	\$600 00	\$78,650 00

Personal Services: 2 full-time Justices, 6 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of Presiding Justice.

Contractual Services: Telephone service, \$960.00; transportation of prisoners, \$7,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$750.00; uniforms for court officers, \$210.00.

Current Charges and Obligations: Premium on surety bonds, \$27.00.

Equipment: Library books, \$600.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
22	\$103,725 00	\$2,651 00	\$11,250 00	\$299 00	\$718 00	\$118,643 00

Personal Services: Clerk of Court, 4 Assistant Clerks of Court, 3 Head Clerks, 4 Principal Clerks, Cashier, 8 Clerical Assistants, and Switchboard Operator.

Contractual Services: Telephone service, \$2,040.00; servicing of office equipment, \$311.00; towel service, and cleaning, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$11,250.00.

Current Charges and Obligations: Rental of water cooler, \$96.00; rental of postage meter, \$144.00; premium on surety bonds, \$59.00.

Equipment: Furniture and office equipment, \$718.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
26	\$136,630 00	\$5,811 00	\$8,000 00	\$227 00	\$682 00	\$151,350 00

Personal Services: Chief Probation Officer, 2 Assistant Chief Probation Officers, 11 Probation Officers, Head Clerk, 3 Principal Clerks, Cashier, and 7 Clerical Assistants.

Contractual Services: Telephone service, \$2,000.00; servicing of office equipment, \$311.00; expenses of probation officers, \$3,500.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$8,000.00.

Current Charges and Obligations: Premium on surety bonds, \$227.00.

Equipment: Furniture and equipment, \$682.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	8	\$68,603 00	\$8,460 00	\$960 00	\$27 00	\$600 00	\$78,650 00
Maintenance of General Court Activities and Records	22	103,725 00	2,651 00	11,250 00	299 00	718 00	118,643 00
Supervision of Probationers	26	136,630 00	5,811 00	8,000 00	227 00	682 00	151,350 00
TOTALS	56	\$308,958 00	\$16,922 00	\$20,210 00	\$553 00	\$2,000 00	\$348,643 00

MUNICIPAL COURT, WEST ROXBURY DISTRICT

4-12-26

The Municipal Court, West Roxbury District, has jurisdiction over an area of approximately 17 square miles, containing a population of 145,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claim summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 4,800; juvenile, 470; civil cases, 750; small claims, 2,000; automobile parking violations, 16,000; supplementary processes, 1,100; number of persons committed, 340; and number of persons on probation during year, 412; reciprocal support, 48.

A—BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$80,144 22	\$92,381 58	\$100,060 00	\$106,765 00	\$106,147 00	
2—Contractual Services . . .	3,280 48	4,207 18	3,472 00	4,175 00	4,075 00	
3—Supplies & Materials . . .	3,170 11	2,786 69	2,400 00	3,000 00	2,900 00	
4—Current Charges & Oblig's	109 50	129 50	115 00	115 00	115 00	
5—Equipment	220 00	241 00	200 00	400 00	400 00	
TOTALS	\$86,924 31	\$99,745 95	\$106,247 00	\$114,455 00	\$113,637 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959 \$24,000 00

C—PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$34,393 00	\$1,097 50	\$150 00	\$15 00	\$120 00	\$35,775 50

Personal Services: Justice, 3 Court Officers. Services of Special Justices at simultaneous sessions, during vacation of Presiding Justice, while the latter is presiding over sessions of the Superior Court.
Contractual Services: Telephone service, \$90.00; transportation of prisoners, \$1,000.00; towel service, \$7.50.
Supplies and Materials: Postage, forms, cards, and stationery, \$150.00.
Current Charges and Obligations: Premium on surety bonds, \$15.00.
Equipment: Library books, \$120.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
9	\$44,236 00	\$1,325 00	\$2,300 00	\$50 00	\$185 00	\$48,096 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 2 Principal Clerks, 4 Clerical Assistants, and vacation supply for Clerk of Court.
Contractual Services: Telephone service, \$1170.00; servicing of office equipment, \$110.00; towel service, \$45.00.
Supplies and Materials: Postage, forms, cards, and stationery, \$2,300.00.
Current Charges and Obligations: Premium on surety bonds, \$50.00.
Equipment: Library books, \$60.00; office furniture, \$125.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
5	\$27,518 00	\$1,652 50	\$450 00	\$50 00	\$95 00	\$29,765 50

Personal Services: Chief Probation Officer, 2 Probation Officers, 2 Clerical Assistants, and vacation relief for Chief Probation Officer.

Contractual Services: Telephone service, \$540.00; servicing of office equipment, \$90.00; expenses of probation officers, \$1,000.00; towel service, \$22.50.

Supplies and Materials: Postage, forms, cards, and stationery, \$450.00.

Current Charges and Obligations: Premium on surety bonds, \$50.00.

Equipment: Library books, \$20.00; furniture, \$75.00.

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	4	\$34,393 00	\$1,097 50	\$150 00	\$15 00	\$120 00	\$35,775 50
Maintenance of General Court Activities and Records	9	44,236 00	1,325 00	2,300 00	50 00	185 00	48,096 00
Supervision of Probationers	5	27,518 00	1,652 50	450 00	50 00	95 00	29,765 50
TOTALS	18	\$106,147 00	\$4,075 00	\$2,900 00	\$115 00	\$400 00	\$113,637 00

MUNICIPAL COURT, BRIGHTON DISTRICT

4-12-27

The Municipal Court, Brighton District, has jurisdiction over an area of approximately 5 square miles, containing a population of 85,000 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry a penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 5,200; juvenile, 130; civil, 800; small claims, 1,200; auto parking violations, 30,000; supplementary process, 500; number of persons committed, 375; number of persons on probation during year, 675; reciprocal support, 60.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$50,597 63	\$55,563 35	\$65,011 00	\$69,898 00	\$67,529 00	
2—Contractual Services . . .	1,259 99	1,196 46	1,600 00	1,875 00	1,650 00	
3—Supplies & Materials . . .	4,340 97	3,474 31	4,100 00	5,050 00	4,530 00	
4—Current Charges & Oblig's . . .	85 50	95 16	86 00	86 00	86 00	
5—Equipment	331 00	318 50	400 00	843 00	843 00	
TOTALS	\$56,615 09	\$60,647 78	\$71,197 00	\$77,752 00	\$74,638 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues from fees, fines, etc., for 1959 \$41,000 00

C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
2	\$25,796 00	\$715 00	\$270 00	\$450 00	\$27,231 00

Personal Services: Justice, Court Officer, Services of Special Justice at simultaneous sessions, during vacation of Presiding Justice, and while the latter is presiding over sessions at the Superior Court.

Contractual Services: Telephone service, \$200.00; servicing of office equipment, \$15.00; transportation of prisoners, \$500.00.

Supplies and Materials: Food for prisoners, \$30,000; postage, forms, cards, and stationery, \$240.00.

Equipment: Library books, \$450.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
4	\$24,860 00	\$345 00	\$2,250 00	\$38 00	\$196 50	\$27,689 50

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, Clerical Assistant, and vacation supply for Clerk of Court.

Contractual Services: Telephone service, \$325.00; servicing of office equipment, \$20.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,250.00.

Current Charges and Obligations: Premium on surety bonds, \$38.00.

Equipment: Typewriter, \$196.50.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
3	\$16,873 00	\$590 00	\$2,010 00	\$48 00	\$196 50	\$19,717 50

Personal Services: 2 Probation Officers, Clerical Assistant, and vacation supply for Probation Officers.

Contractual Services: Telephone service, \$275.00; servicing of office equipment, \$15.00; transportation of probation officers, \$300.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,010.00.

Current Charges and Obligations: Premium on surety bonds, \$48.00.

Equipment: Typewriter, \$196.50.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
Administration of Justice	2	\$25,796 00	\$715 00	\$270 00	—	\$450 00	\$27,231 00
Maintenance of General Court Activities and Records	4	24,860 00	345 00	2,250 00	38 00	196 50	27,689 50
Supervision of Probationers	3	16,873 00	590 00	2,010 00	48 00	196 50	19,717 50
TOTALS	9	\$67,529 00	\$1,650 00	\$4,530 00	\$86 00	\$843 00	\$74,638 00

DISTRICT COURT OF CHELSEA

4-12-28

The District Court of Chelsea has jurisdiction over an area of approximately 8.2 square miles, containing a population of 75,675 persons. It has original jurisdiction over all crimes committed in the area, except felonies which carry penalty of five years or more in State Prison, and its Juvenile Sessions act in cases concerning minors under seventeen years of age. It also has original jurisdiction in all civil matters, including contracts, torts, replevins, small claims, summary process, supplementary process, and other minor actions.

The business of the court is indicated by the following estimated statistics: criminal cases, 5,500; juvenile, 400; civil cases, 1,500; small claims, 1,300; automobile parking violations, 4,000; supplementary processes, 750; number of persons committed to State Prison, 100; and number of persons on probation during year, 1,250; reciprocal support, 20.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$71,391 99	\$80,040 67	\$86,967 00	\$100,325 00	\$99,876 00	
2—Contractual Services . . .	2,041 85	2,217 60	2,280 00	2,530 00	2,380 00	
3—Supplies & Materials . . .	2,889 62	3,615 61	3,370 00	4,225 00	3,970 00	
4—Current Charges & Oblig's . . .	109 50	109 50	110 00	110 00	110 00	
5—Equipment	167 04	168 00	175 00	1,675 00	1,575 00	
TOTALS	\$76,600 00	\$86,151 38	\$92,902 00	\$108,865 00	\$107,911 00	

B—DEPARTMENTAL REVENUES

Estimated revenue from fees, fines, etc., for 1959	\$30,000 00
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C — PROGRAMS

1. ADMINISTRATION OF JUSTICE

Directs and supervises the administration of the court's functions, presides over sessions of the court, and determines the legal issues involved in the various proceedings. Maintains order in the courtrooms, and transports prisoners sentenced by the court to various correctional institutions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Equipment	Total
3	\$29,374 00	\$803 00	\$470 00	\$325 00	\$30,972 00

Personal Services: Full-time Justice and 2 Court Officers. Services of Special Justice at simultaneous sessions and during vacation of President Justice.

Contractual Services: Telephone service, \$60.00; electricity, \$150.00; transportation of prisoners, \$525.00; towel service, \$63.00.

Supplies and Materials: Cleaning and custodial supplies, \$100.00; office supplies, \$300.00; court officer's uniform, \$70.00.

Equipment: Library books, \$175.00; office furniture, \$150.00.

2. MAINTENANCE OF GENERAL COURT ACTIVITIES AND RECORDS

Custody of all court records; enters, indexes, and files all court dispositions; prepares court calendars; and assists Justices in conduct of court sessions.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$34,262 00	\$812 00	\$2,100 00	\$38 00	\$750 00	\$37,962 00

Personal Services: Clerk of Court, 2 Assistant Clerks of Court, 3 Clerical Assistants, Janitor, vacation supply for Clerk.

Contractual Services: Telephone service, \$360.00; electricity, \$145.00; servicing of equipment, \$120.00; binding and printing of dockets, \$187.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$2,100.00.

Current Charges and Obligations: Premium on surety bond, \$38.00.

Equipment: Office furniture and equipment, \$750.00.

3. SUPERVISION OF PROBATIONERS

Supervises the activities of probationers during probationary period and provides Justices with pertinent information and data relative to defendants appearing before the court.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
7	\$36,240 00	\$765 00	\$1,400 00	\$72 00	\$500 00	\$38,977 00

Personal Services: Chief Probation Officer, 3 Probation Officers, 3 Clerical Assistants.

Contractual Services: Telephone service, \$480.00; electricity, \$180.00; servicing of equipment, \$30.00; expenses of probation officers, \$75.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$1,400.00.

Current Charges and Obligations: Premium on surety bonds, \$72.00.

Equipment: Office furniture and equipment, \$500.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administration of Justice	3	\$29,374 00	\$803 00	\$470 00	—	\$325 00	\$30,972 00
2. Maintenance of General Court Activities and Records	7	34,262 00	812 00	2,100 00	\$38 00	750 00	37,962 00
3. Supervision of Probationers	7	36,240 00	765 00	1,400 00	72 00	500 00	38,977 00
TOTALS	17	\$99,876 00	\$2,380 00	\$3,970 00	\$110 00	\$1,575 00	\$107,911 00

MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-31

The Medical Examiner for the Northern Division is responsible for the investigation of all violent and unexplained deaths and all deaths thought to be due to virulent contagious diseases occurring in the northern section of the county, including Chelsea, Revere, and Winthrop. He is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts. A mortuary is maintained for the bodies of deceased persons committed to his care.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services	\$40,458 18	\$41,399 90	\$42,500 00	\$42,070 00	\$42,070 00	
2—Contractual Services	3,765 91	3,450 92	4,110 00	4,163 00	4,163 00	
3—Supplies & Materials	1,256 02	924 96	1,775 00	1,955 00	1,900 00	
4—Current Charges and Obligations	—	7 50	8 00	8 00	8 00	
5—Equipment	170 00	563 74	65 00	—	—	
TOTALS	\$45,650 11	\$46,347 02	\$48,458 00	\$48,196 00	\$48,141 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAMS

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death, and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
4	\$22,822 00	\$3,505 00	\$930 00	\$8 00	\$27,265 00

Personal Services: Medical Examiner, 3 Clerical Employees.

Contractual Services: Telephone service, \$1,300.00; repairing and servicing of equipment, \$70.60; travel expenses, \$2,135.00.

Supplies and Materials: Laboratory supplies, \$400.00; forms, cards, and stationery, \$330.00; miscellaneous supplies, \$200.00.

Current Charges and Obligations: Premium of Surety Bond, \$8.00.

2. OPERATION OF THE MORTUARY FOR CARE AND DISPOSITION OF BODIES OF DECEASED PERSONS

Responsible for receipt, care, and disposition of the bodies of deceased persons committed to the mortuary and the maintenance of pertinent records. During the year 1958, 1,502 bodies were received, 171 autopsies were performed.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Total
5	\$19,248 00	\$658 00	\$970 00	\$20,876 00

Personal Services: 2 Supervising Mortuary Attendants, 3 Mortuary Attendants.

Contractual Services: Telephone service, \$300.00; repairs and servicing of equipment, \$283.00; freight and express charges, \$75.00.

Supplies and Materials: Automotive supplies and materials, \$500.00; chemical, laundry, and custodial supplies, \$150.00; forms, cards, and stationery, \$170.00; general operating supplies, \$150.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1. Determination of Cause and Manner of Death	4	\$22,822 00	\$3,505 00	\$930 00	\$8 00	\$27,265 00
2. Operation of the Mortuary for Care and Disposition of Bodies of Deceased Persons	5	19,248 00	658 00	970 00	—	20,876 00
TOTALS	9	\$42,070 00	\$4,163 00	\$1,900 00	\$8 00	\$48,141 00

MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-32

The Medical Examiner for the Southern Division is responsible for the investigation of all violent and unexplained deaths, all deaths thought to be related to employment, and all deaths thought to be due to virulent contagious diseases occurring in the southern section of the county. The Medical Examiner is required to conduct autopsies whenever necessary and to give expert testimony before the Grand Jury and the various courts.

Cases investigated annually total about 630, and 129 autopsies are made.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$23,520 45	\$23,488 88	\$27,700 00	\$30,483 00	\$30,000 00	
Contractual Services . .	4,674 96	5,497 75	1,970 00	2,095 00	1,970 00	
Supplies & Materials . .	760 06	836 17	1,210 00	1,186 00	1,186 00	
Current Charges & Oblig's	178 50	171 00	179 00	179 00	179 00	
Equipment	25 00	—	575 00	5,344 00	344 00	
TOTALS	\$29,158 97	\$29,993 80	\$31,634 00	\$39,287 00	\$33,679 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

General supervision and direction of departmental activities; determination of cause and manner of death; and the maintenance of departmental records and files.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
6	\$30,000 00	\$1,970 00	\$1,186 00	\$179 00	\$344 00	\$33,679 00

Personal Services: Medical Examiner, Procedural Technician, 2 Mortuary Attendants, Laboratory Technician, Secretary.

Contractual Services: Telephone service, \$800.00; servicing of office equipment, \$170.00; freight and express charges, \$100.00; witness fees for autopsies, \$900.00.

Supplies and Materials: Automotive supplies, \$306.00; laboratory supplies; \$400.00; postage, forms, cards, and stationery, \$330.00; general operating supplies and materials, \$150.00.

Current Charges and Obligations: Rental for storage of car, \$171.00; premium on surety bonds, \$8.00.

Equipment: Library books, \$35.00; laboratory equipment, \$50.00; typewriters, \$259.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, NORTHERN DIVISION

4-12-33

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$3,919 80	\$3,919 80	\$3,920 00	\$4,040 00	\$4,040 00	
2—Contractual Services . .	835 00	1,177 00	1,415 00	865 00	865 00	
3—Supplies & Materials . .	13 50	25 00	80 00	125 00	125 00	
4—Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$4,775 80	\$5,129 30	\$5,423 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$,865 00	\$125 00	\$8 00	\$5,038 06

Personal Services: Associate Medical Examiner; Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$200.00; witness fees, \$200.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage and office supplies, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

ASSOCIATE MEDICAL EXAMINER SERVICE, SOUTHERN DIVISION

4-12-34

The associate medical examiners in Suffolk County, upon the request of either Medical Examiner, perform the duties and have the powers of medical examiners. Each Medical Examiner is entitled to two months' service in the aggregate from the associates in each year.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$4,318 80	\$3,919 80	\$3,920 00	\$4,040 00	\$4,040 00	
Contractual Services . .	330 00	430 00	865 00	865 00	865 00	
Supplies & Materials . .	6 00	6 00	80 00	125 00	125 00	
Current Charges & Oblig's	7 50	7 50	8 00	8 00	8 00	
TOTALS . . .	\$4,662 30	\$4,363 30	\$4,873 00	\$5,038 00	\$5,038 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. DETERMINATION OF CAUSE AND MANNER OF DEATH

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
1	\$4,040 00	\$865 00	\$125 00	\$8 00	\$5,038 00

Personal Services: Associate Medical Examiner, Temporary Employee, \$540.00.

Contractual Services: Telephone service, \$45.00; allowance for use of personal automobile, \$420.00; transporting bodies to mortuary, \$200.00; witness fees, \$200.00.

Supplies and Materials: Laboratory supplies, \$50.00; postage, forms, cards, and stationery, \$75.00.

Current Charges and Obligations: Premium on surety bond, \$8.00.

SOCIAL LAW LIBRARY

4-12-41

The General Laws permit the city to pay to the Proprietors of the Social Law Library such sums as may be appropriated. These amounts must be used to purchase books and maintain the library. The library is located in Suffolk County Court House and provides library service to attorneys and others.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	1959 Budget	
					Recommended by Mayor	Approved
3—Supplies & Materials .	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	\$2,000 00	

C — PROGRAM

1. ASSISTANCE TO LEGAL LIBRARY SERVICE

Supplies and Materials: Allowance for purchase of law books, \$2,000.00.

MENTAL ILLNESS

4-12-42

Before an order of commitment may be issued by a judge of the Probate Court, the General Laws provide that there must be submitted certificates by two properly qualified physicians indicating that, as a result of an examination conducted of them, they find the individual mentally ill. The payment of fees and mileage allowances to physicians, experts, and witnesses is provided for by this appropriation.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
-Contractual Services . .	\$60,795 93	\$60,049 66	\$49,875 00	\$59,875 00	\$59,875 00	
-Supplies & Materials . .	185 07	201 05	125 00	125 00	125 00	
TOTALS . . .	\$60,945 00	\$60,250 71	\$50,000 00	\$60,000 00	\$60,000 00	

C — PROGRAM

1. EXAMINATION AND COMMITMENT OF MENTALLY ILL

Contractual Services	Supplies Materials	Total
\$59,875 00	\$125 00	\$60,000 00

Contractual Services: Telephone service, \$100.00; transportation expenses for doctors and commitment officers, \$15,000.00; fees paid to doctors, experts, and witnesses for services, \$44,775.00.

Supplies and Materials: Postage, forms, cards, and stationery, \$125.00.

PENSIONS AND ANNUITIES — COUNTY

4-13-75

Payments to retired officials and employees who were not members of the contributory pension systems are covered by this appropriation, as provided by special acts of the Legislature.

The expense applicable to the major county agencies is given in the following tabulation:

House of Correction	\$70,000 00
County Jail	4,300 00
Superior Court	19,300 00
County Court House	11,000 00
Registry of Deeds	1,600 00
Municipal Court of the City of Boston	35,500 00
Municipal District Courts	45,000 00
Medical Examiner Service, Northern Division	8,300 00
TOTAL	\$195,000 00

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation: Pensions and Annuities- County	\$161,993 51	\$170,189 24	\$180,000 00	\$195,000 00	\$195,000 00	

INCOME DEPARTMENT BUDGETS SUPPORTING DETAIL

COLLECTING DIVISION, TREASURY DEPARTMENT (Water Service)

1-01-37

Mails bills each quarter for water consumed in various properties throughout the city, receives payments, and maintains financial records.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Personal Services . . .	\$119,300 00	\$124,500 00	\$127,500 00	\$143,746 00	\$135,000 00	
Contractual Services . . .	2,100 00	1,700 00	4,630 00	4,685 00	4,685 00	
Supplies & Materials . . .	9,070 00	9,070 00	11,080 00	14,473 00	14,084 00	
Current Charges & Oblig's	1,725 00	1,932 00	2,007 00	3,426 00	3,426 00	
Equipment	—	80 00	135 00	90 00	90 00	
TOTALS	\$132,195 00	\$137,282 00	\$145,352 00	\$166,420 00	\$157,285 00	

B — DEPARTMENTAL REVENUES

(Water revenues are shown in the Water Service Section of the budget.)

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; processes water liens, releases, and abatements; adds unpaid water bills to taxes; prepares reports of collections.

Personal Services		Current Charges	Total
No.	Amount		
5	\$24,126 00	\$1,250 00	\$25,376 00

Personal Services: Assistant Collector-Treasurer, Water Lien Supervisor, Principal Clerk and Secretary, and 2 Clerical Employees.
Current Charges and Obligations: Premiums on surety bonds, \$1,250.00.

2. COLLECTION OF WATER CHARGES

Prepares for mailing all water bills, demands, and delinquent notices; receives and gives receipts for monies paid; balances, and prepares daily cash records and prepares daily reports of tellers' receipts.

Personal Services No.	Contractual Amount	Supplies Services	Materials	Current Charges	Equipment	Total
23	\$110,874 00	\$4,685 00	\$14,084 00	\$2,176 00	\$90 00	\$131,909 00

Personal Services: Performance under this program is divided among the following sections:

Accounting Section: Accountant, Principal Account Clerk.

Deputy Section: 12 Deputy Collectors.

Tellers Section: 3 Tellers.

Tabulating Section: Principal Statistical Machine Operator and 3 Statistical Machine Operators.

Central Mailing Section: Principal Clerk.

Motor Vehicle Cancellation Section: Head Clerk.

Temporary Employees: 3 Statistical Machine Operators for 10 weeks during annual tax rush, \$2,500.00. Overtime: auditing project, \$3,500.00.

Contractual Services: Repair and maintenance of office machines, \$1,322.00; transportation, \$65.00; advertising in City Record, \$3,030.00; freight charges, \$85.00; printing and binding, \$183.00.

Supplies and Materials: Postage, \$12,000.00; water bill envelopes, \$1,400.00; cards, forms, and stationery, \$600.00; microfilm and Recordak spools, \$84.00.

Current Charges and Obligations: Premiums on surety bonds, \$700.00; rental postage meter, \$144.00; rental tabulator, \$1,100.00; rental interpreter, \$232.00.

Equipment: City directory, \$90.00.

Collecting Division, Treasury Department (Water Service) — Continued

D—PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
1. Administrative and General Services .	5	\$24,126 00	—	—	\$1,250 00	—	\$25,376 00
2. Collection of Water Charges .	23	110,874 00	\$4,685 00	\$14,084 00	2,176 00	\$90 00	131,900 00
TOTALS	28	\$135,000 00	\$4,685 00	\$14,084 00	\$3,426 00	\$90 00	\$157,280 00

AUTOMOTIVE DIVISION, PUBLIC WORKS DEPARTMENT (Water Service)

1-03-52

This appropriation provides for the maintenance and repair of automotive equipment for the Water Service, including 11 passenger cars, 28 trucks, 1 crane, 1 carryall, 7 pickups, 7 compressors, 1 trojan loader, 5 dump trucks, 3 derbies, and 3 trucks.

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
1—Personal Services . . .	\$43,543 00	\$44,000 00	\$44,936 00	\$47,907 00	\$47,907 00	
2—Contractual Services . .	6,072 27	6,000 00	7,000 00	7,300 00	7,000 00	
3—Supplies & Materials . .	30,740 72	26,000 00	26,400 00	26,517 00	26,500 00	
4—Current Charges & Oblig's	2,039 05	2,200 00	2,855 00	2,500 00	2,500 00	
5—Equipment	28,535 95	13,000 00	44,000 00	34,100 00	34,100 00	
TOTALS	\$110,930 99	\$91,200 00	\$125,191 00	\$118,324 00	\$118,007 00	

B—DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 None

C — PROGRAM

1. MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
12	\$47,907 00	\$7,000 00	\$26,500 00	\$2,500 00	\$34,100 00	\$118,007 00

Personal Services: General Foreman and 11 Repairmen.

Contractual Services: Automotive repairs by outside repair shops, \$7,000.00.

Supplies and Materials: Gasoline, oil, and grease, \$13,351.00; tires and tubes, \$4,242.00; repair parts, \$8,907.00.

Current Charges and Obligations: Registration of vehicles, \$250.00; storage of vehicles in privately-owned garages during 5 winter months, \$2,250.00.

Equipment: 7 trucks, \$26,600.00; 3 1-ton express trucks, \$5,250.00; 1 sedan, \$2,250.00.

SUMNER TRAFFIC TUNNEL

3-71-11

The Sumner Tunnel is a vehicular tunnel under Boston Harbor connecting central Boston with East Boston; it is 53 feet in length. Ventilating and garage buildings are operated at both terminals of the tunnel; an administration building with 8,060 square feet of floor space is occupied. Tolls are collected, traffic regulated, disabled cars are towed; daily, weekly, and monthly reports of traffic are prepared; tolls collected are counted, recorded, and deposited daily. Maintenance crews clean the facilities, keep the treadle equipment, lighting, drainage, and signal systems in good order; roadway surfaces are repaired, and fresh air and exhaust ducts are repaired. Cables and ducts in the tunnel are owned and maintained by the Police and Fire Departments and by the New England Telephone & Telegraph Company. The telephone company pays \$2,000.00 per year for the use of ducts for cables.

In 1958, 11,721,627 vehicles used the tunnel. This is believed to be a world record for single-tube two-lane vehicular tunnels of comparable length.

A — BUDGET SUMMARY

Group	1959 Budget					
	1956 Expenditures	1957 Expenditures	1958 Appropriations	Requested by Department	Recommended by Mayor	Approved
Personal Services . . .	\$458,818 26	\$458,115 80	\$483,000 00	\$510,505 10	\$472,000 00	
Contractual Services . .	110,355 38	136,597 63	189,500 00	194,910 00	193,000 00	
Supplies & Materials . .	18,144 00	30,595 48	17,720 00	23,281 12	20,480 00	
Current Charges & Oblig's	1,920 55	1,433 18	2,600 00	2,607 00	2,607 00	
Equipment	12,341 08	2,542 70	38,000 00	25,255 00	25,200 00	
TOTALS	\$601,579 27	\$629,284 79	\$730,820 00	\$756,558 22	\$713,287 00	

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959:

Tolls	\$2,300,000 00
Rental of ducts — New England Telephone & Telegraph Company	2,000 00
TOTAL	\$2,302,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

General supervision and direction of activities; provides financial and clerical services; tolls collected are verified by treadle counts and deposited in bank daily; periodic reports of traffic volume and toll receipts are prepared.

Personal Services No.	Services Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
10	\$47,000 00	\$4,050 00	\$1,530 00	\$2,057 00	\$1,235 00	\$55,872 00

Personal Services: Superintendent, 2 Senior Electrical Engineers, Head Cashier, 3 Cashiers, 2 Principal Account Clerk and a Clerk.
Contractual Services: Telephone service, \$500.00; servicing, typewriters and adding machines, \$150.00; coin sorter, \$250.00; transportation, \$150.00; advertising and posting, \$200.00; transporting funds to bank, \$1,500.00; annual audit, \$1,000.00; printing and binding, \$225.00; safe inspection, clock maintenance, typewriter inspection, \$75.00.
Supplies and Materials: First aid supplies, \$80.00; postage, \$225.00; cards, forms and stationery, \$925.00; tracing paper and cloth, \$200.00; miscellaneous supplies, \$100.00.
Current Charges: Damages, judgments and losses, \$1,300.00; dues and subscriptions, \$307.00; premiums on bonds, \$350.00 reimburse cashier for counterfeit money, \$100.00.
Equipment: Brand coin counter, \$900.00; electric meters for testing equipment, \$125.00; drafting equipment, \$25.00; electric drill, \$100.00; office furniture, \$85.00.

2. TUNNEL OPERATION AND COLLECTION OF TOLLS

Responsible for the direction of traffic, collection of tolls, and the operation of ventilating and mechanical systems.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
60	\$286,200 00	\$77,350 00	\$8,590 00	\$450 00	\$950 00	\$373,540 00

Personal Services: 7 Electrician-Operators, 5 Sergeant Tollman-Guards, and 48 Tollman-Guards. Temporary Employees, \$25,000.00. Over-time, \$20,200.00.

Contractual Services: Telephone service, \$350.00; electric service, \$74,500.00; steam service, \$2,500.00.

Supplies and Materials: Automotive supplies, \$1,800.00; fuel oil, \$2,400.00; cards, forms and stationery, \$875.00; overcoats, hats and shirts for Tollman-Guards, \$3,100.00; miscellaneous supplies, \$415.00.

Current Charges: Premium on bonds, and boiler insurance, \$450.00.

Equipment: Traffic signal equipment, \$700.00; office furniture, \$250.00.

Sumner Traffic Tunnel — Continued

3. MAINTENANCE AND REPAIR OF TUNNEL FACILITIES

Inspects mechanical and electrical facilities, makes adjustments and repairs, cleans facilities, operates garages assigned vehicles.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
38	\$138,800 00	\$111,600 00	\$10,360 00	\$100 00	\$23,015 00	\$283,875 00

Personal Services: Chief Electrician, 8 Electrician Operators, Maintenance Foreman, Garage Foreman, 3 Maintenance Repairmen, 2 Work Foreman, 12 Heavy Motor Equipment Operators, Painter, Garage Attendant, 8 Laborers. Overtime, \$2,800.00.

Contractual Services: Repairs to buildings; carpentry, \$750.00; electrical, \$2,500.00; plumbing and steamfitting, \$6,650.00; painting administration building, \$4,200.00; painting tunnel walls, \$2,000.00; waterproof tunnel roof at East Boston, \$3,000.00; paint and caulk tunnel exits, \$2,500.00; roadway repairs, \$20,000.00; miscellaneous concrete repairs, \$3,000.00; ventilation repairs, \$2,500.00; new tunnel handrails, \$17,000.00; repairs to tunnel invert and fresh air duct, \$25,000.00; install new treadle frames, \$2,200.00; miscellaneous repairs to buildings, \$14,900.00; repairs and servicing automotive equipment, \$2,000.00; machinery and tools, \$1,000.00; miscellaneous equipment, \$2,100.00; cleaning basins, drop inlets, sumps, etc., \$1,500.00; express charges, \$100.00; testing and analysis, \$200.00; printing and binding, \$1,000.00; cleaning, \$2,500.00; cleaning of plaza drainage system, \$2,500.00; miscellaneous supplies, \$2,200.00.

Supplies and Materials: Gasoline, oil and grease, \$200.00; tires and tubes, \$200.00; auto repair parts, \$200.00; custodial supplies, \$3,200.00; cards, forms and stationery, \$175.00; building repair supplies, \$1,300.00; police, traffic control supplies, \$85.00; general operating supplies, \$500.00; repair parts and materials non automotive, \$3,840.00; tools and instruments, \$500.00; drain inlet grates, \$60.00.

Current Charges and Obligations: Boiler insurance, \$100.00.

Equipment: Flusher, \$20,000.00; office furniture, \$265.00; treadles, \$1,500.00; engineering equipment, \$150.00; firefighting equipment, \$320.00; traffic signal equipment, \$700.00; miscellaneous, \$80.00.

D — PROGRAM SUMMARY

Programs	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
D—PROGRAM							
1. Administrative and General Services	10	\$47,000 00	\$4,050 00	\$1,530 00	\$2,057 00	\$1,235 00	\$55,872 00
2. Tunnel Operation and Collection of Tolls	60	286,200 00	77,350 00	8,590 00	450 00	950 00	373,540 00
3. Maintenance and Repair of Tunnel Facilities	38	138,800 00	111,600 00	10,360 00	100 00	23,015 00	283,875 00
TOTALS	108	\$472,000 00	\$193,000 00	\$20,480 00	\$2,607 00	\$25,200 00	\$713,287 00

WATER SERVICE, PUBLIC WORKS DEPARTMENT

3-71-12

The Water Service of the Public Works Department is responsible for the distribution within the city limits of water which is purchased from the Metropolitan Water District. A comprehensive water supply system is operated, which includes approximately 1,030 miles of supply and distributing water mains, more than 12,780 standard fire hydrants, approximately 94,322 water meters, and a high pressure fire service consisting of approximately 19 miles of pipe with approximately 12 hydrants. Meters are read and billings prepared quarterly for water use. Approximately 115,000,000 gallons of water are used daily, which represents about 65 per cent of the volume distributed by the Metropolitan Water District.

A — BUDGET SUMMARY

Group	1956		1957		1958		1959 Budget	
	Expenditures		Expenditures		Appropriations		Requested by Department	Recommended by Mayor
—Personal Services . . .	\$1,397,460	78	\$1,417,475	35	\$1,528,000	00	\$1,564,781	00
—Contractual Services . .	258,939	40	404,435	25	434,000	00	435,279	00
—Supplies & Materials . .	190,996	28	266,473	65	206,850	00	209,987	00
—Current Charges & Oblig's	43,538	02	77,468	52	204,288	00	204,293	00
—Equipment	96,731	46	131,193	15	117,900	00	118,093	00
—Structures & Improvements	224,937	60	175,480	29	200,000	00	235,000	00
TOTALS	\$2,212,603	54	\$2,472,526	21	\$2,691,038	00	\$2,767,433	00

B — DEPARTMENTAL REVENUES

Estimated departmental revenues for 1959 \$6,300,000 00

C — PROGRAMS

1. ADMINISTRATIVE AND GENERAL SERVICES

Supervision and direction of activities; provides financial and clerical services; processes contractors' invoices for street opening work.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Total
6	\$27,976 00	—	\$100 00	\$62 00	\$28,138 00

Personal Services: Division Engineer, Principal Account Clerk, Inspector, and 3 Clerical Employees.

Supplies and Materials: Cards, forms, and stationery, \$100.00.

Current Charges and Obligations: Subscriptions, \$12.00; premium on surety bond, \$50.00.

2. PROCESSING OF WATER BILLS, INCLUDING READING AND CARE OF METERS

Responsible for the field and office work related to processing bills to property owners for water used and maintenance and repair of meters. Applications for service are processed; 94,322 meters are read quarterly; 415,000 bills are computed and prepared annually; records are kept of paid and unpaid bills; liens are recorded against delinquent consumers; 1,000 meters are installed or removed; 6,100 meters are tested; 2,100 meters are repaired in the meter shop and 1,200 meters are repaired in house locations annually.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Total
115	\$407,024 00	\$35,600 00	\$22,800 00	\$50 00	\$110,650 00	\$576,124 00

Personal Services: Water Revenue Supervisor, 4 Senior Clerks and Stenographers, 2 Head Clerks, 2 Principal Account Clerks, 4 Senior Accounting Operators, 9 Senior Account Clerks, 2 Senior Clerks and Typists, 6 Clerks, 6 Clerks and Typists, Senior Cashier, 3 Principal Clerks, 4 Clerks and Water Meter Readers, 5 Senior Clerks, 2 Water Service Inspectors, 3 Constables, Chief Water Meter Reader, Water Installation Inspector, Meter Supervisor, 4 Special Meter Readers, 28 Water Meter Readers, 18 Water Meter Repairmen, 3 Plumbers, Supervisor Water Meters, 4 Laborers.

Contractual Services: Repairing water meters, \$30,000.00; servicing and repairing office machines, \$1,000.00; travel expenses, \$1,800.00; printing and binding, \$2,800.00.

Supplies and Materials: Postage, \$160.00; cards, forms, and stationery, \$3,140.00; meter parts, \$19,500.00.

Current Charges and Obligations: Premium on surety bond, \$50.00.

Equipment: File cabinets, \$1,000.00; typewriter, \$200.00; billing machine, \$4,000.00; office desks and chairs, \$1,200.00; lockers, \$500.00; new water meters, \$103,566.00; library books, \$100.00; street directories, \$84.00.

Water Service, Public Works Department — Continued

3. INSTALLATION AND MAINTENANCE OF MAINS AND EQUIPMENT FOR THE DISTRIBUTION OF WATER

Responsible for surveys for water installations, preparation of contracts and supervision of contract work; operate a main yard and 4 district yards for repair and maintenance of mains, pipes, hydrants and other parts of the distribution system; an emergency crew is on duty at all times to prevent damage to property from breaks in the system; the main yard includes a machine shop, a plumbing shop, a carpenter shop, a central storage yard, a hydrant-testing unit, and a garage.

Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
272	\$1,045,000 00	\$399,100 00	\$184,890 00	\$204,171 00	\$7,250 00	\$235,000 00	\$2,075,411 00

Personal Services: Superintendent and Assistant of Water Distribution, Head Clerk, 5 Water District Foremen, 15 Water Service Inspectors, 17 Working Foremen Water Service Repairmen, 17 Plumbers, 18 Heavy Motor Equipment Operators and Laborers, 43 Water Service Repairmen, 20 Water Service Maintenance Men, 27 Motor Equipment Operators and Laborers, 3 Working Foremen Laborers, 31 Mechanic Laborers, 6 Yardmen, Garage Foreman, 16 Clerical Employees, 3 Telephone Operators, 2 Water Shut-Off Men, Principal Civil Engineer, Senior Civil Engineer, Junior Civil Engineer, 2 Assistant Civil Engineer Legal Assistant, 2 Senior Engineering Aides. Overtime, \$30,000.00.

Contractual Services: Telephone service, \$6,300.00; electric and gas service, \$3,300.00; repairs to floors and staircase, \$500.00; painting Albany Street, \$500.00; repairs to distribution system, \$239,000.00; hydrant changes, \$5,000.00; replacing hydrants, \$5,000.00; lay and relay water mains, \$50,000.00; machinery and assembling gates and hydrants, \$20,000.00; street repairs, \$60,000.00; travel expenses, \$1,200.00; advertising, \$300.00; express charges, \$100.00; printing and binding, \$1,000.00; professional and technical, \$300.00; repairs to machinists' tools, \$300.00; repairs to fountains, oil burners and main pipe joints, \$2,300 00; miscellaneous, \$4,000.00.

Supplies and Materials: Ice for drinking fountains, \$5,000.00; coal and fuel, \$5,300.00; custodial supplies, \$440.00; medical supplies, \$50.00; forms, stationery and office supplies, \$600.00; lumber, \$4,000.00; painting supplies, \$880.00; machine bolts, \$1,500.00; miscellaneous building supplies and materials, \$1,868.00; flashlight batteries, \$1,365.00; general operating supplies, \$2,525.00; repair parts nonautomotive, \$2,400.00; tools and instruments, \$3,135.00; wearing apparel, \$730.00; Public Works supplies (fittings, frames, boxes, hydrants, gate boxes and sleeves), \$97,475.00; copper tubing, \$25,600.00; meter boxes, hydrant boxes and miscellaneous Public Works supplies, \$17,459.00; meters, \$13,473.00; blue print paper, \$240.00; miscellaneous, \$850.00.

Current Charges and Obligations: Damages and judgments, \$200,000.00; rental of land (Gibson Street, Dorchester, \$150.00; New York, New Haven & Hartford Railroad, \$26.00); flashing barriers, \$3,995.00.

Equipment: Electrical and mechanical machines and equipment, \$4,910.00; Public Works equipment, \$1,550.00; first aid cabinets, \$150.00; hose, \$400.00; danger flags, \$240.00.

Structures and Improvements: Extensions and improvement of water mains, \$200,000.00.

Buildings and Improvements: Erection of building, Gibson Street, \$25,000.00; warehouse and garage, Albany Street, \$10,000.00.

D — PROGRAM SUMMARY

Program	Personal Services No.	Amount	Contractual Services	Supplies Materials	Current Charges	Equipment	Structures	Total
1. Administrative and General Services	6	\$27,976 00	—	\$100 00	\$62 00	—	—	\$28,138 00
2. Processing of Water Bills Including Reading and Care of Meters . . .	115	407,024 00	\$35,600 00	22,800 00	50 00	\$110,650 00	—	576,124 00
3. Installation of Mains, Equipment for the Distribution of Water . .	272	1,045,000 00	399,100 00	184,890 00	204,171 00	7,250 00	\$235,000 00	2,075,411 00
TOTALS	393	\$1,480,000 00	\$434,700 00	\$207,790 00	\$204,283 00	\$117,900 00	\$235,000 00	\$2,679,673 00

PENSIONS AND ANNUITIES — SPECIAL (CITY)

3-71-16

Payments to retired officials and employees who were not members of the contributory pension system are covered by this appropriation as provided by Special Acts of the Legislature.

The expense applicable to the Income Departments is given in the following tabulation:

3-71-11—Sumner Traffic Tunnel, Public Works Department	\$51,500 00
3-71-12—Water Service, Public Works Department	238,500 00
	<hr/>
	\$290,000 00

A — BUDGET SUMMARY

Group	1956 Expenditures	1957 Expenditures	1958 Appropriations	1959 Budget		Approved
				Requested by Department	Recommended by Mayor	
Special Appropriation:						
Pensions and Annuities—						
Special (City)	\$259,653 00	\$279,973 21	\$280,000 00	\$290,000 00	\$290,000 00	
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

PART III
COMPARISON TABLES

CITY BUDGET SUMMARY

	1958 APPROPRIATION	1959 DEPARTMENT ESTIMATE	1959 ALLOWANCE
GENERAL GOVERNMENT			
LEGISLATIVE AND EXECUTIVE			
1-01-11 Mayor, Office Expenses	\$145,463 00	\$143,978 00	\$143,978 00
1-01-94 Conventions and Entertainment of Distinguished Guests	88,500 00	109,655 00	100,000 00
1-01-95 Public Celebrations	118,369 00	120,433 00	120,000 00
1-13-77 U. S. Bond Allotment Plan	23,424 00	23,424 00	23,424 00
1-13-78 Civic Improvement Committee	13,053 00	13,053 00	13,053 00
1-01-12 City Council	141,125 00	145,080 00	141,640 00
1-01-13 City Council Proceedings	18,000 00	20,000 00	20,000 00
ELECTIONS			
1-01-21 Election Department	418,400 00	507,928 00	438,557 00
FINANCE			
1-01-31 Auditing Department	375,373 00	395,768 00	389,970 00
1-01-35 Equalization Survey	160,000 00	150,000 00	150,000 00
1-01-36 Assessing Department	670,330 00	790,664 00	725,884 00
1-01-37 Collecting Division, Treasury Department	270,181 00	318,664 00	283,326 00
1-01-38 Treasury Division, Treasury Department	218,690 00	280,424 00	270,634 00
1-01-39 Board of Sinking Fund Commissioners, Treasury Department	2,750 00	2,750 00	2,750 00
ADMINISTRATIVE SERVICES			
1-01-40 Administrative Services Department	1,036,839 00	1,172,114 00	1,067,403 00
LAW			
1-01-51 Law Department	389,804 00	434,363 00	377,066 00
RECORDING AND REPORTING			
1-01-61 City Clerk Department	93,587 00	88,800 00	88,800 00
1-01-62 City Documentz	41,000 00	45,000 00	45,000 00
PLANNING			
1-01-70 City Planning	198,732 00	288,590 00	236,000 00
GENERAL GOVERNMENT BUILDINGS			
1-01-80 Real Property Department	1,299,000 00	1,605,703 00	1,371,524 00
MISCELLANEOUS GENERAL GOVERNMENT			
1-01-91 Boston Retirement Board	127,400 00	127,217 00	121,950 00
1-01-93 Finance Commission	60,000 00	60,000 00	60,000 00
PUBLIC SAFETY			
POLICE			
1-02-11 Police Department	15,655,267 00	16,863,646 00	16,342,547 00
FIRE			
1-02-21 Fire Department	11,407,482 00	12,490,885 00	11,624,634 00
PROTECTIVE INSPECTION AND REGULATION			
1-02-30 Building Department	939,697 00	1,248,741 00	990,676 00
MILITARY AND CIVILIAN DEFENSE			
1-02-41 Civil Defense Activities	71,060 00	77,379 00	75,378 00
OTHER			
1-02-51 Boston Traffic Department	765,029 00	874,212 00	846,860 00
1-02-52 Licensing Board	124,906 00	127,242 00	125,944 00
PUBLIC WORKS			
1-03-00 Public Works Department	10,686,333 00	11,786,086 00	10,690,771 00
HEALTH			
1-05-11 Health Department	2,105,224 00	2,209,495 00	2,098,514 00
HOSPITALS			
1-06-00 Hospital Department	19,122,120 00	22,188,779 00	19,877,045 00

		1958	1959	1959
		APPROPRIATION	DEPARTMENT ESTIMATE	ALLOWANCE
PUBLIC WELFARE				
GENERAL WELFARE				
1-07-10	Welfare Department	\$23,403,274 00	\$24,857,737 00	\$24,322,649 00
AID TO NEEDY VETERANS				
1-07-40	Veterans' Services Department	2,257,671 00	2,275,608 00	2,226,551 00
LIBRARIES				
1-10-11	Library Department	3,286,198 00	3,547,397 00	3,299,377 00
PARKS AND RECREATION				
1-11-00	Parks and Recreation Department	3,998,397 00	4,641,941 00	4,240,045 00
MISCELLANEOUS				
1-13-31	Executions of Court, Damage Claims and Reimbursements	500,000 00	600,000 00	500,000 00
1-13-41	Workmen's Compensation Service	45,069 00	41,236 00	41,185 00
1-13-42	Workmen's Compensation	225,000 00	200,000 00	200,000 00
1-13-61	City Record, Publication of	61,270 00	61,370 00	61,370 00
1-13-82	Governmental Centre Study	100,000 00	—	—
1-13-83	New City Hall Space Requirements Survey	20,400 00	—	—
1-13-74	Pensions and Annuities, City	4,900,000 00	5,100,000 00	5,100,000 00
1-23-31	Snow Removal	815,000 00	400,000 00	400,000 00
1-25-11	Federal Public Health Program	3,276 00	3,276 00	3,276 00
1-33-73	Reserve Fund	150,000 00	500,000 00	300,000 00
1-71-58	Boston Housing Authority	8,985 00	27,000 00	27,000 00
1-33-74	Departmental Equipment	150,000 00	—	—
1-71-61	Boston Redevelopment Authority	—	30,000 00	30,000 00
GRAND TOTAL		\$106,711,678 00	\$116,995,638 00	\$109,614,781 00

COUNTY BUDGET SUMMARY

	1958 APPROPRIATION	1959 DEPARTMENT ESTIMATE	1959 ALLOWANCE
GENERAL GOVERNMENT			
RECORDING AND REPORTING			
4-01-65 Registry of Deeds	\$456,925 00	\$465,308 00	\$464,226 00
GENERAL GOVERNMENT BUILDINGS			
4-01-82 County Courthouse (Custodian)	688,820 00	732,479 00	722,609 00
1-01-84 Buildings Division, Real Property Department (County Buildings)	191,600 00	238,612 00	194,900 00
CORRECTION			
CORRECTIONAL INSTITUTIONS			
4-08-11 Jail	478,185 00	521,344 00	504,585 00
4-08-12 Central Office, Penal Institutions Department	91,157 00	87,059 00	86,364 00
4-08-13 House of Correction, Penal Institutions Department	1,078,533 00	1,203,306 00	1,093,000 00
4-08-14 Middlesex County Training School	90,000 00	90,000 00	90,000 00
JUDICIAL			
CENTRAL COURTS			
4-12-11 Supreme Judicial Court	98,045 00	105,739 00	105,325 00
4-12-12 Superior Court, General Expenses	107,440 00	121,420 00	118,075 00
4-12-13 Clerk's Office, Superior Court, Civil Session	933,073 00	922,124 00	918,573 00
4-12-14 Criminal Session, Superior Court	697,824 00	724,075 00	713,695 00
4-12-15 Municipal Court, City of Boston	976,350 00	1,016,405 00	988,118 00
4-12-16 Boston Juvenile Court	119,432 00	126,473 00	123,138 00
4-12-17 Probate Court	93,430 00	89,540 00	87,280 00
4-12-18 Court Officers' Division, Superior Court	391,743 00	412,485 00	392,743 00
4-12-19 Probation Department, Superior Court, Criminal Session	78,413 00	88,550 00	87,685 00
DISTRICT COURTS			
4-12-21 Municipal Court, Charlestown District	85,826 00	98,939 00	93,571 00
4-12-22 East Boston District Court	89,349 00	95,398 00	94,623 00
4-12-23 Municipal Court, South Boston District	82,025 00	92,716 00	91,409 00
4-12-24 Municipal Court, Dorchester District	139,929 00	152,529 00	150,879 00
4-12-25 Municipal Court, Roxbury District	311,324 00	349,853 00	348,643 00
4-12-26 Municipal Court, West Roxbury District	106,247 00	114,455 00	113,637 00
4-12-27 Municipal Court, Brighton District	71,197 00	77,752 00	74,638 00
4-12-28 District Court of Chelsea	92,902 00	108,865 00	107,911 00
MEDICAL EXAMINATIONS			
4-12-31 Medical Examiner Service, Northern Division	48,458 00	48,196 00	48,141 00
4-12-32 Medical Examiner Service, Southern Division	31,634 00	39,287 00	33,679 00
4-12-33 Associate Medical Examiner Service, Northern Di- vision	5,423 00	5,038 00	5,038 00
4-12-34 Associate Medical Examiner Service, Souther Di- vision	4,873 00	5,038 00	5,038 00
OTHER			
4-12-41 Social Law Library	2,000 00	2,000 00	2,000 00
4-12-42 Mental Illness	50,000 00	60,000 00	60,000 00
MISCELLANEOUS			
4-13-75 Pensions and Annuities	180,000 00	195,000 00	195,000 00
GRAND TOTAL	\$7,872,157 00	\$8,389,985 00	\$8,114,523 00

INCOME DEPARTMENTS BUDGET SUMMARY

APPROPRIATION	1958 APPROPRIATION	1959 DEPARTMENT ESTIMATE	1959 ALLOWANCE
01-37 COLLECTING DIVISION, TREASURY DEPARTMENT (WATER SERVICE)	\$145,352 00	\$166,420 00	\$157,285 00
03-52 AUTOMOTIVE DIVISION PUBLIC WORKS DEPARTMENT (WATER SERVICE)	118,007 00	101,380 00	99,872 00
71-11 SUMNER TRAFFIC TUNNEL, PUBLIC WORKS DEPART- MENT	730,820 00	756,558 00	713,287 00
71-12 WATER SERVICE, PUBLIC WORKS DEPARTMENT .	2,691,038 00	2,767,433 00	2,679,673 00
71-16 PENSIONS AND ANNUITIES	280,000 00	290,000 00	290,000 00
GRAND TOTAL	\$3,965,217 00	\$4,081,791 00	\$3,940,117 00

TWO-YEAR COMPARISON CITY BUDGET

APPROPRIATION	1958 APPROPRIATION	1959 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$57,709,656 00	\$57,998,212 00	\$288,556 00
Temporary Employees	1,122,384 00	1,127,195 00	4,811 00
Overtime	1,254,026 00	1,444,250 00	190,224 00
TOTAL PERSONAL SERVICES	\$60,086,066 00	\$60,569,657 00	\$483,591 00
CONTRACTUAL SERVICES	7,815,884 00	8,381,352 00	565,468 00
SUPPLIES AND MATERIALS	6,184,568 00	6,431,252 00	246,684 00
CURRENT CHARGES AND OBLIGATIONS:			
Aid to Dependent Children	4,200,000 00	5,000,000 00	800,000 00
General Relief	2,100,000 00	1,970,000 00	130,000 00
Old Age Assistance	12,100,000 00	12,500,000 00	400,000 00
Veterans' Benefits	1,900,000 00	1,870,000 00	30,000 00
Aid to Permanently and Totally Disabled	3,100,000 00	2,900,000 00	200,000 00
All Others	355,005 00	448,645 00	93,640 00
EQUIPMENT	572,648 00	898,122 00	325,474 00
STRUCTURES AND IMPROVEMENTS	567,000 00	1,135,000 00	568,000 00
LAND AND IMPROVEMENTS	225,000 00	277,500 00	52,500 00
SPECIAL APPROPRIATIONS:			
Conventions and Entertainment of Distinguished Guests	88,500 00	100,000 00	11,500 00
Public Celebrations	118,369 00	120,000 00	1,631 00
Snow Removal	815,000 00	400,000 00	415,000 00
Federal Public Health Program	3,276 00	3,276 00	—
Boston Housing Authority	8,985 00	27,000 00	18,015 00
Workmen's Compensation	225,000 00	200,000 00	25,000 00
Reserve Fund	150,000 00	300,000 00	150,000 00
Pensions and Annuities	4,900,000 00	5,100,000 00	200,000 00
Bond Allotment Plan	23,424 00	23,424 00	—
Civic Improvement Committee	13,053 00	13,053 00	—
Executions of Court, Damage Claims and Reimburse- ments	500,000 00	500,000 00	—
Office Supplies Account	14,000 00	15,000 00	1,000 00
Equalization Survey	160,000 00	150,000 00	10,000 00
Beacon Hill Architectural Commission	1,500 00	1,500 00	—
Demolition or Restoration of Abandoned Properties	214,000 00	250,000 00	36,000 00
Governmental Centre Study	100,000 00	—	100,000 00
New City Hall Space Requirements Survey	20,400 00	—	20,400 00
Departmental Equipment	150,000 00	—	150,000 00
Boston Redevelopment Authority	—	30,000 00	30,000 00
GRAND TOTAL	\$106,711,678 00	\$109,614,781 00	\$2,903,103 00

* Denotes decrease

TWO-YEAR COMPARISON COUNTY BUDGET

	1958 APPROPRIATION	1959 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$5,654,415 00	\$5,820,559 00	\$166,144 00
Temporary Employees	77,618 00	86,056 00	8,438 00
Overtime	28,500 00	29,000 00	500 00
TOTAL PERSONAL SERVICES	\$5,760,533 00	\$5,935,615 00	\$175,082 00
CONTRACTUAL SERVICES	1,017,165 00	1,038,616 00	21,451 00
SUPPLIES AND MATERIALS	730,494 00	770,930 00	40,436 00
CURRENT CHARGES AND OBLIGATIONS	13,170 00	15,401 00	2,231 00
EQUIPMENT	25,795 00	68,961 00	43,166 00
STRUCTURES AND IMPROVEMENTS	55,000 00	—	55,000 00*
SPECIAL APPROPRIATIONS:			
Middlesex County Training School	90,000 00	90,000 00	—
Pensions and Annuities	180,000 00	195,000 00	15,000 00
GRAND TOTAL	\$7,872,157 00	\$8,114,523 00	\$242,366 00

* Denotes decrease

TWO-YEAR BUDGET COMPARISON INCOME DEPARTMENTS

	1958 APPROPRIATION	1959 ALLOWANCE	INCREASE
PERSONAL SERVICES:			
Permanent Employees	\$2,105,907 00	\$2,050,872 00	\$55,035 00
Temporary Employees	26,500 00	27,500 00	1,000 00
Overtime	54,000 00	56,500 00	2,500 00
TOTAL PERSONAL SERVICES	\$2,186,407 00	\$2,134,872 00	\$51,535 00
CONTRACTUAL SERVICES	635,130 00	639,385 00	4,255 00
SUPPLIES AND MATERIALS	262,150 00	268,354 00	6,204 00
CURRENT CHARGES AND OBLIGATIONS	211,395 00	212,816 00	1,421 00
EQUIPMENT	190,135 00	159,690 00	30,445*
STRUCTURES AND IMPROVEMENTS	200,000 00	235,000 00	35,000 00
SPECIAL APPROPRIATION:			
Pensions and Annuities	280,000 00	290,000 00	10,000 00
GRAND TOTAL	\$3,965,217 00	\$3,940,117 00	\$25,100 00

* Denotes decrease

